

# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

**Call for Proposals**

**for provision of services related to the design, supply, delivery and installation of decarbonization technology through the Joint Crediting Mechanism in African JCM partner countries**

**ONLY JAPANESE SERVICES PROVIDERS ARE ELIGIBLE TO SUBMIT PROPOSALS**

This Call for Proposals (CfP) is issued to identify a global partner to work with UNIDO in the co-development of the proposal for the establishment and execution of the Joint Crediting Mechanism (JCM) model projects handled by UNIDO (hereinafter referred as “UNIDO-JCM”). Selected applicants will be eligible to receive a grant as co-financing to the implementation of the project.

To ensure consideration, your completed documents must be submitted via the UNIDO eProcurement portal. It is your sole responsibility to ensure that the proposal is submitted via the UNIDO eProcurement portal in compliance with the terms and conditions of this CfP before the deadline. Grant proposals received after the final submission deadline will be invalidated.

This CfP is governed by UNIDO rules and regulations, as well as the procedures reflected in the Grants Manual, which can be found at https://www.unido.org/resources-procurement/unido-procurement-manual.

Kindly review this CfP document in its entirety to ensure understanding of the call and its requirements.

The terms and conditions set forth in this CfP will form a part of any agreement should your proposal be positively evaluated for co-financing under this CfP. Any such agreement will require compliance with all factual statements and representations made in the submitted documents, subject to any modifications agreed to UNIDO in the context of negotiations, in the event that negotiations have been entered into.

Nothing in or relating to this CfP shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNIDO.

**You are invited, immediately after downloading the CfP, to advise UNIDO whether you intend to submit a proposal under this CfP.**

In case you have any queries or comments (“requests for clarification”) about this CfP, please upload your requests directly in the eProcurement portal for consideration by UNIDO. In case you have informed via UNIDO's eProcurement portal of your intention to submit a grant proposal, you will be kept informed throughout the submission period of any clarification or amendment notes issued in respect of this CfP.

This CfP is not to be construed in any way as an offer to enter into an agreement with your organization.

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| Contracting authority | United Nations Industrial Development Organization  (UNIDO) |
| Contact persons | Mr. Atsushi Isoyama; Mr. Kristian Panganiban  Procurement Services  Directorate of Corporate Services and Operations  Email: [A.Isoyama@unido.org](mailto:A.Isoyama@unido.org); [K.Panganiban@unido.org](mailto:K.Panganiban@unido.org) |

We look forward to receiving your proposals.

With kind regards,

Atsushi Isoyama

Chief

Procurement Services

**SECTION 1: GENERAL INFORMATION**

**Background**

The Directorate of Technical Cooperation and Sustainable Industrial Development (TCS) under the overall direction of the Director General, and in close collaboration with all relevant organizational entities within UNIDO, headed by a Managing Director, oversees the Organization's development of capacities for industrial development as well as industrial policy advice, statistics and research activities and the Organization's normative contribution to Member States and global development community in achieving the SDGs. The Directorate also ensures the application of strategies and interventions for sustainable industrial development related to Environment, Energy, SMEs, Competitiveness and Job creation, as well as Digitalization and Artificial Intelligence. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services provided in these areas contribute toward effective and appropriate technical, business and policy solutions and are focused on results and on realizing any potential for scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

The Division of Decarbonization and Sustainable Energy (TCS/DSE) under the supervision of the Managing Director of the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), and in close coordination with other organizational entities within UNIDO, assists Member States in the transition to a sustainable energy future through the application of renewable energy solutions for productive uses, adoption of the efficient concepts of energy use by industry and the introduction of low-carbon technologies and processes. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change are an integral part of the Division's activities, as is the dissemination of relevant knowledge and technologies and paths to plan, manage and finance the energy transition. It collaborates closely on relevant and converging issues with the Climate and Technology Partnerships Division (IET/CTP) and analytical and strategic matters with TCS/CPS and ODG/SPU.

This call is initiated by the Climate Technologies Innovation Unit (TCS/DSE/CTI) which is responsible for supporting Member States with access to and uptake of low-carbon, climate-friendly and clean energy technologies and innovations promoting those among firms and entrepreneurs. In addition, the Unit is responsible, in close collaboration with other relevant entities in the Organization, for facilitating the transfer of and establishing markets for low-carbon technologies, ensuring wide use by industry and local communities, thereby contributing to climate mitigation and resilience in recipient countries.

[Interested applicants are](http://www.unido.org/) encouraged to familiarize themselves with typical UNIDO operations through [www.unido.org](http://www.unido.org/) [and UNIDO’s](https://open.unido.org/) Open Data platform containing information on all ongoing technical cooperation projects (https://open.unido.org).

The purpose of this CfP is to identify projects that will build effective climate technology and innovation cooperation and partnerships and demonstrate feasibility and climate impacts from climate technology and innovation cooperation between firms in Japan and in beneficiary countries. This aims to scale up actions under the Joint Crediting Mechanism (JCM) \* implemented by the Government of Japan with partner countries in African countries. Selected applicants will be eligible to receive a co-financing grant for project implementation.

\*Please find the details of JCM below

<https://www.jcm.go.jp/opt/all/about/20230421_JCM_goj_eng.pdf>

<https://www.jcm.go.jp/about>

**The Project**

UNIDO with funding from the Ministry of the Environment of Japan (MOEJ) is implementing the project titled “Provision of services related to the design, supply, delivery and installation of decarbonization technology through the Joint Crediting Mechanism (JCM) in African JCM partner countries”. The project aims to support, through technical cooperation activities, priority countries in Africa with their efforts in developing and implementing national climate actions i.e. Nationally Determined Contributions (NDCs) under the United Nations Convention on Climate Change (UNFCCC). The overall objective is to contribute to greenhouse gases (GHG) emission reductions from industrial firms through two prong approach: (1) enhancing capacities for long-term decarbonization modelling and planning at the macro level and (2) facilitating effective partnerships at the micro level involving firms from Japan and the beneficiary countries for applications of appropriate climate technology and innovation. An emphasis will be made on the inclusive dimension of technology and innovation facilitation through the integration of a gender and youth lens in the process of identifying and selecting of pilot applications. This project is to achieve (2) above and to build effective climate technology and innovation cooperation and partnerships and demonstrate feasibility and climate impacts from climate technology and innovation cooperation between firms in Japan and in beneficiary countries.

**Proposed grant application**

(1) Overview

The applicants shall implement a project to reduce GHG emissions utilizing leading decarbonization technologies (e.g. renewable energy technologies, energy efficiency, waste to energy, etc.), and also conduct measurement, reporting and verification of GHG emission reductions. The main activities to be conducted are as follows.

1. Application for registration as JCM project

The applicants shall apply for registration of a JCM project. In principle, application for registration should be conducted within 1 year from the start of the operation of the facilities/equipment installed under the project.

1. Monitoring

The applicants shall conduct monitoring to quantitate the effects of the facilities/equipment on GHG emission reductions and report the results and operation of the facilities/equipment to UNIDO on an annual basis for at least 5 years.

1. Request for Issuance of JCM Credits

Based on the approved JCM methodology(ies), the applicants will request for issuance of JCM credits by using the GHG emissions monitoring results.

The first request for credit issuance shall be conducted within 1 year from the registration of the JCM project (except the situation that the issuance cannot be realized due to the situation of bilateral negotiation, etc.). After the first request, participants may request at once for issuance of JCM credits for emission reductions achieved during several years. If necessary, request for credit issuance are required to realize before 2030.

In principle, the participants shall deliver the JCM credits issued to the Japanese side to the account of Japanese government. Moreover, in case the information related to allocation of credit is stipulated in contracts of the project, it shall not hinder observance of the rules of JCM between Japan and the partner country.

<https://gec.jp/jcm/jp/kobo/r05/mp/(tentative)2023_Guidelines_for_Submitting_Proposals.pdf>

If deemed necessary, UNIDO may support the cost for development of methodologies, project design documents, monitoring reports, and validation/verification of data.

(2) Eligible Projects

A project eligible for the UNIDO-JCM model project shall satisfy the requirements from (a) to (c) listed below

(a) Projects that reduce energy-related CO2 emissions with leading decarbonization technologies in developing countries, with which Japan has signed or has been consulting to sign a bilateral document on JCM, and that are expected to contribute to achieving Japan’s NDC target through the JCM.

(b) Projects that contribute to realization of SDGs (Sustainable Development Goals). The installation and operation of the facilities/equipment shall comply with the relevant laws and regulations of the partner country and international practices and guidelines regarding the environmental and human right protection.

(c) Reduction of GHG emissions achieved by the projects can be quantitatively calculated and verified.

(3) Countries of Priority

Priority will be given to proposals for projects in the JCM partner countries listed below.

Ethiopia, Kenya, Senegal\* and Tunisia\*.

\* For countries that signed a Memorandum of Cooperation in 2022, the establishment of the Joint Committee and adoption of JCM rules and guidelines are required before the project information note (PIN) is submitted. For information on the Joint Committees of the new partner countries, please refer to the JCM website: <https://www.jcm.go.jp/>.

Projects in non-partner countries in Africa will also be accepted on the basis that their selection will be considered in parallel with the bilateral negotiations for new JCM partnership.

The applicants including consortia are responsible for the following items under the JCM rules and guidelines between the JCM partner countries and Japan:

* 1. To cooperate with JCM methodology developers by providing information required to develop a methodology applicable to the project for greenhouse gas (GHG) emissions reduction utilizing the installed technologies under the project.
  2. To cooperate with third party entities by providing materials and information required to efficiently conduct validation of the Project and verification of GHG emissions reduction at the project site.
  3. To reduce, monitor and calculate amount of GHG emissions utilizing the installed technologies.
  4. To execute measurement and reporting on the effect of GHG emissions reduction, and to report it to the UNIDO, annually.
  5. To take necessary actions such as application for the project registration by the Joint Committee set up by the governments of Japan and JCM partner country.
  6. To manage diligently the technologies installed under the project during the monitoring period and to realize their efficient operation after the completion of the project.
  7. To continue the above obligations, even when changes of the participants are approved.

**Institutional arrangement for the Project**

The project will be implemented by UNIDO’s Division of Decarbonization and Sustainable Energy including execution of day-today communication and maintaining of a reliable partnership with the funding partner, technology providers, local firms and other beneficiaries. The Project Manager at HQs provides technical expertise and advisory for the project management and assisting in enhancing the visibility of the project. Necessary coordination with the beneficiary countries will be conducted through the existing cooperative framework and channels under the JCM. The project activity includes identification, selection and installation of suitable decarbonization technologies, systems and infrastructure.

The Government of Japan represented by the MOEJ place at the disposal of UNIDO a contribution for the project. UNIDO administer the contribution in accordance with its financial rules and other applicable regulations. The main counterpart of the project at the country level will be the key ministry in charge of matters related to climate change (e.g. a focal point ministry to UNFCCC). Together with the key ministry, other relevant line ministries will be identified and facilitated to be involved in the project execution to enhance effectiveness and understanding of the project execution.

Since the countries to be selected are from the JCM partner countries, there is a joint committee established between the Government of Japan and each of the selected partner country under the JCM where representatives of line ministries as well as national institutions are designated as members. The project will benefit from these existing frameworks of cooperation in identifying the specific in-country counterparts.

**Expected scope of work**

**Specific Objectives**

The project aims to building effective climate technology and innovation cooperation and partnerships and demonstrate feasibility and climate impacts from climate technology and innovation cooperation between firms in Japan and in beneficiary countries. It will take a rigorous approach to consider gender dimensions and develop gender responsive measures to empower women in industrial sector, taking into account of social, environmental and economic dimensions. The project will be aligned with related national and international framework for maximizing the impact.

The prioritized sectors are mainly industrial sector in particular cement and steel industries followed by transportation (ex. mobility) and building sector (ex. energy efficiency) which are technologically and politically important to realize carbon neutrality. The primary targeted critical services are energy production such as facilities related to hydrogen power and CCS.

**Grant Support**

The grant shall particularly target the reduction of upfront costs of investments to be released against agreed milestones on verification by UNIDO and the counterparts. The total budget for this project is 800,000USD. Thus, the total capital Co-financing support by UNIDO will not exceed a **maximum of 800,000 USD per project and applicant**.

Grant support provided by UNIDO **shall cover a maximum of 75% of the total capital costs**.

Installation of the technologies/systems shall only be supported for proposals that fulfil the eligibility criteria. Applicants shall commit to provide investment and all other necessary support to realize the project (adequate proof of financing to be provided at the next stage).

All proposed projects should be aligned with the national priorities of the respective JCM partner countries, including the National Development Plan, the National Climate Change Response Strategy and the Nationally Determined Contributions (NDCs).

Any equipment used must comply with internationally recognized efficiency and quality standards.

**SECTION 2: PREPARATION AND SUBMISSION OF PROPOSAL**

## UNIDO's e-Procurement System Guidance

A step-by-step system guide (“UNIDO e-Procurement system guide”) for the preparation and submission of the Proposal can be downloaded from UNIDO’s procurement website. Applicants are strongly encouraged to use UNIDO's eProcurement portal for the preparation and submission. In the event that an applicant nevertheless wishes to prepare and submit in hard-copy documents, the provisions of this Section 2 shall also apply *mutatis mutandis* in such cases.

## Acknowledging Participation by the Applicant

Prospective applicants are kindly requested to inform UNIDO whether their organization intends to submit a proposal before the deadline specified in the CfP. For this purpose, please follow the steps described in the UNIDO eProcurement system guide.

## CfP Documents

Applicants are expected to examine all corresponding instructions, forms, terms and specifications contained in the CfP documents. Failure to comply with these documents will be at the applicants’ risk and may affect the evaluation of their grant proposals.

## Admissibility, Exclusion and Eligibility Criteria (Qualification Requirements/ Criteria)

UNIDO requires that applicants comply with the admissibility, exclusion and eligibility criteria stated in Section 5.

Applicants may be requested to provide such evidence of their continued compliance with the above- mentioned criteria to UNIDO, and when UNIDO requests.

## PREPARATION AND SUBMISSION OF CfP

### Cost

This CfP does not commit UNIDO to pay any costs incurred in the preparation or submission of application documents, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. The applicant shall bear all costs associated with the preparation and submission of the CfP documents and UNIDO shall not, under any circumstances, be responsible or liable for those costs, regardless of the conduct or outcome of this exercise.

### Language of the CfP

The CfP submission prepared by the applicant and all correspondence and relevant documents exchanged with UNIDO relating to the CfP shall be written in the English language.

### Clarifications

Potential applicants may request clarifications (i.e. pose questions) related to the CfP. For this purpose, the deadline for submission of requests for clarification is before the submission deadline.

Requests for clarification will be considered by UNIDO only if they are in writing and either uploaded in the SRM portal or emailed to [A.Isoyama@unido.org](mailto:A.Isoyama@unido.org) and [K.Panganiban@unido.org](mailto:K.Panganiban@unido.org).

UNIDO will publish all requests for clarification (on an anonymized basis) and responses thereto at least on the SRM portal at [https://www.unido.org/resources-procurement/procurement-](https://www.unido.org/resources-procurement/procurement-opportunities) [opportunities.](https://www.unido.org/resources-procurement/procurement-opportunities) Potential applicants are advised to regularly visit the site.

Applicants must read all answers to the questions, as well as any other information, which may be published on the above-mentioned website(s).

### Amendments to CfP

An amendment of the CfP may be required by UNIDO or based on a request for clarification received from a potential applicant.

In cases when it is required to amend the CfP, UNIDO will publish at least on the SRM portal an amendment note, which sets forth in a clear and complete manner the exact changes made. All applicants that have acknowledged their intention to participate in the CfP procedure shall, at a minimum, be notified simultaneously and in writing of any amendments.

Any and all amendments made pursuant to the provisions of the CfP procedure shall be binding on the applicants.

UNIDO will evaluate whether ample time remains for potential applicants to consider the amendment made to the CfP. If ample time is not available, UNIDO may extend the deadline to provide potential applicants with sufficient time to take the amendment into consideration.

### Application Form(s)

Information which the applicant considers proprietary, if any, should be clearly marked as “proprietary” next to the relevant part of the text and all efforts will be made to treat it accordingly. However, UNIDO cannot guarantee confidentiality and shall not be liable for any disclosure of confidential information therein contained.

Following the submission of the CfP documents and their final assessment, UNIDO will have the right to retain the unsuccessful ones.

Other information/documentation requested in this CfP or which the applicant deems relevant for submission may be uploaded as an attachment onto UNIDO's eProcurement portal.

### Validity

CfP documents shall remain valid for two hundred and forty (240) days after the deadline for submission. CfP documents valid for a shorter period may be rejected by UNIDO on the grounds that it is non-responsive.

In exceptional circumstances, UNIDO may solicit the applicant’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An applicant granting the request will not be required nor permitted to modify its CfP documents.

### Withdrawal and Modification of CfP

The applicant may withdraw its CfP submission and related documents after the proposal's submission, provided that written notice of the withdrawal is received by UNIDO prior to the deadline prescribed for submission. Please refer to the UNIDO eProcurement system guide for guidance.

No submission of CfP may be withdrawn in the interval between the deadline for submission and the expiration of the period of validity specified by the applicant in its CFP submission.

### Format and Signing of CfP

The CfP must be submitted directly via the UNIDO eProcurement portal.

By uploading the CfP documents onto UNIDO's eProcurement portal, the applicant (i) confirms that its submission has been approved by a duly authorized representative of the applicant and (ii) agrees and acknowledges to be bound by the terms and conditions of the CfP.

### Submission of CfP

CfP shall be submitted electronically through UNIDO’s eProcurement portal.

Any submissions received by UNIDO after the deadline will be rejected and returned unopened to the applicant.

Applicants must submit all documents strictly in compliance with this Request for CFP.

### GENERAL REQUIREMENTS

**Confidentiality**

It is understood that this CfP is confidential and proprietary to UNIDO, that it contains privileged information, part of which may be copyrighted, and that it is received by potential applicants on the condition that no part thereof or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO.

**Consortia**

The formation of consortia is allowed. In such cases, the interested entities must submit either: a) a proposal signed by all partners of the consortium and a draft of a consortium agreement providing for joint and several liabilities with reference to the implementing partner agreement under consideration, including the nomination of the lead firm of the consortium (scanned signatures are accepted); or b) a proposal signed by the lead firm and a copy of a consortium agreement, signed by all participating parties, providing for joint and several liability with reference to the agreement including the nomination of the lead firm of the consortium (scanned signatures are accepted).

### **Rights**

This CfP does not commit UNIDO to the award of an agreement. UNIDO reserves the right to accept or reject any submission, or annul this CfP and reject all submission, at any time prior to the grant award, without thereby incurring any liability to the affected applicants or any obligation to inform the affected applicants on the grounds for action of UNIDO.

**SECTION 3: ASSESSMENT OF THE PROPOSALS**

**OPENING AND EVALUATION OF PROPOSALS**

All CfP submissions received on time shall be examined and evaluated strictly in accordance with the criteria and methodology described in the CfP, through the following steps:

* Review of admissibility, exclusion and eligibility criteria (qualification requirements/criteria) (hereinafter referred to as “preliminary examination”);
* Technical and financial evaluation;
* Ranking of the CfP submissions, found technically and financially acceptable, in descending order.

## Preliminary Examination

The preliminary examination includes a review of matters such as compliance with the qualification requirements/criteria specified in the CfP, completeness of the submissions, duly signed certified supporting documents.

UNIDO may contact the applicant to obtain clarifications/additional information required to assess the compliance. Clarifications shall be limited to the actual material issue, and not be utilized to modify the CfP documents. All correspondence with the applicants shall be duly documented.

Any information and/or documents received after the deadline shall not be taken into account, with the exception of such information and/or documents that were requested by UNIDO.

All submissions found to comply with the qualification requirements/criteria are passed on to the next stages, namely, the technical and financial evaluations.

## Technical and Financial Evaluations

The technical and financial evaluations are evaluations on the merits of the submission. The evaluations should be carried out strictly in accordance with the technical and financial evaluation criteria set out in the CfP.

It is strictly prohibited to change the technical and financial evaluation criteria specified in this CfP.

During the technical and financial evaluations, UNIDO may request additional clarifications from the applicants by e-mail. In case additional clarifications are requested at this stage, the responses should not lead to substantive alterations of the submitted documents.

**Technical evaluation**

The final technical evaluation score is the arithmetic mean of the sum of technical evaluation scores from all voting members evaluating the submission from the same applicant.

UNIDO reserves the right to invite applicants to a pitch event, when deemed necessary, as part of the technical evaluation.

**Financial evaluation**

The financial evaluation is performed only for submissions that have successfully passed the technical evaluation.

#### Adjustments may be carried out upon UNIDO’s request for additional clarifications from the applicant.

The check for the presence/absence of double funding is performed by one or more participants in the evaluation process, as determined. In the event that double funding of an eligible expenditure is identified, UNIDO may reduce the amount of the grant by the amount duplicated.

## Ranking of Proposals

The ranking of the Proposals shall be in line with the scoring system published in the CfP.

\* Please note that after the evaluation of proposals, Project Idea Note (PIN) will be submitted to the Joint Committee (JC) through the JCM secretariat. The Project with ‘no objection’ by JC will be selected as UNIDO-JCM Project. After this, JCM project cycle, which includes methodology development, validation, registration, etc. will be processed.

**SECTION 4: AWARD OF GRANT AGREEMENT**

## Statement of Award

Applicants considered for funding may be invited to submit within 10 days documented evidence that they meet the requirements specified in the CfP, if these documents are not attached to the application form. UNIDO performs a documentary check. In case a check of the documents submitted by the successful applicant reveals a discrepancy between the data/information declared by the applicant and the data/information specified in the submitted official documents, no grant agreement shall be concluded with the applicant. In this case, the applicant should be rejected.

## Concluding Implementing Partner Agreement

The Implementing Partner Agreement (IPA) sets out the rights and obligations of the parties, including, where applicable, financial, personnel, procurement and asset management components, as well as payment, monitoring and reporting requirements, recovery of funds, control and verification system. The agreement shall also take into account UNIDO’s privileges and immunities, and contain necessary or appropriate fiduciary, record-keeping and audit-related standards. Any special requirements and terms and conditions, including but not limited to those which are based on the outcome of work of funding partner requirements and risk-mitigating measures, shall be taken into consideration in the preparation of the agreement and reflected therein. Risk-mitigating measures identified during the evaluations and institutional assessment review shall be reflected in the relevant implementing partner agreement.

## Notifications and Debriefing Procedures

Within 5 days from the approved statement of award, UNIDO may send a notification of award to the successful applicant(s), a notification to the applicants in the reserve lists, and a notification of rejection to the unsuccessful applicant(s). The notification of rejection to the unsuccessful applicant(s) should, where required by the relevant funding partner, state the grounds for the rejection based on the evaluation report, the date of the statement of award and the procedures and deadlines to protest the grant award.

UNIDO does not routinely debrief unsuccessful applicants or applicants in the reserve lists. However, a debriefing may be conducted upon written request. The scope of the debriefing is to identify the deficiencies or weaknesses of an applicant’s grant proposal. Debriefings shall not discuss the following:

* Trade secrets or other proprietary information including the methodology or approach of other applicants;
* Financial or cost information about other applicants;
* Evaluation scoring or the ranking of the applicants; and
* Details about other applicants.

## Protest Procedures

An applicant who believes that they have been unjustly treated in connection with the CfP process may lodge a protest through the [chief.procurement@unido.org](mailto:chief.procurement@unido.org%20) email address.

## Information to Applicants

Unless otherwise specified, protests of a grant award shall be received by UNIDO within 10 days of receipt of the above mentioned notification. If no protests have been received within the deadline, UNIDO shall proceed with the conclusion of the implementing partner agreement with the successful applicant(s).

## Receivability of Protests

For a protest to be received and substantially assessed by UNIDO, it shall satisfy the following criteria:

* The protest is submitted within the deadline to the protest email inbox (chief.[procurement@unido.org](mailto:procurement@unido.org));
* The protest is for a CfP procedure, for which the applicant actually submitted a grant proposal, thus making the applicant an interested party;
* The protest is for an award exceeding € 300,000 in value;
* The protesting applicant must show prejudice and substantiate its allegations. The following types of prejudice will be considered to be receivable in principle:

(i) the qualification requirements/criteria, evaluation, and award criteria established in the CfP were violated, and, but for the violation, the protester would have been awarded the grant;

(ii) a significant or material deviation or breach of the procedures and principles governing grants, including irregularities such as misconduct, conflict of interests, fraud, etc., occurred;

* The protest must be submitted in an official working language of UNIDO;
* The protest must contain the following information:
* The protestor’s name, address, telephone number and email address;
* The CfP reference number and the name of the responsible Procurement Officer;
* A detailed statement of all factual and legal grounds for the protest and an explanation of how the protester was prejudiced or wronged;
* Copies of relevant documents supporting the protester’s statement, i.e., information establishing that the protester is an interested party for the purpose of filing a protest.

Receivability determinations shall be made by UNIDO. UNIDO shall have the discretion to request additional information from the applicant if deemed appropriate. Unsupported allegations and assertions are not sufficient for the process to continue. A decision rejecting the receivability of the protest by UNIDO is final and shall be communicated in writing to the protesting applicant.

## Review on the Merits and Conclusion of Protests

Upon review of a protest, UNIDO decides on the merits of the protest.

UNIDO shall notify the protester of the final decision on the merits of the protest.

The Grant agreement(s) will be concluded with the successful applicant(s), unless UNIDO determines either to suspend the process until the merits of the protest have been decided upon, or, if the totality of the circumstances militate, to cancel the grant award process and start a new CfP

Nothing in the above procedures or in any procedure or action by or relating to UNIDO with respect to or in connection with a debriefing or a protest procedure shall be deemed in any way to constitute a waiver of any of the privileges and immunities of UNIDO.

## Publication of Award

Within 14 days from the date of receipt of the countersigned agreement, UNIDO shall publish, subject to applicable thresholds and other conditions required by relevant funding partners, the award notice.

The award notice should, at a minimum, contain the following information:

* Implementing partner name and address;
* Grant description, including nature and purpose;
* Grant amount;
* Grant award date;
* Grant end date;
* Grant location/country;
* Funding partner.

The award notice shall, at a minimum, be published on the websites of UNIDO and UNGM, in addition to other relevant websites as agreed with the funding partner(s).

**Scope of Service**

Participants shall submit reports and the end of each year to UNIDO during monitoring period. The reports should contain, for example, the amount of GHG emission and project financial plan. The format will be determined.

## Cancellation of the Award Procedure

UNIDO may cancel the award procedure:

* when no proposals have been received by the set deadline for receipt of proposals or all submitted grant proposals have been withdrawn;
* in case the evaluation report is not approved due to significant violations of the procedure;
* in case of a cancellation of the funding under the respective TC programme or project;
* when it is in the best interest of UNIDO, the funding partner, or the Governments.

The cancellation shall be documented, and applicants informed accordingly.

**SECTION** **5: ADMISSIBILITY, EXCLUSION** **AND ELIGIBILITY CRITERIA (QUALIFICATION REQUIREMENTS/CRITERIA)**

Applicant(s) must agree to consider their CfP documents valid from the time of submission for a period of at least two hundred and forty (240) days, without any changes made, should the project need to commence at a later date.

It is understood that this CfP is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by potential applicants on the condition that no part thereof or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO.

Following submission of the CfP documents and their final assessment, UNIDO will have the right to retain the unsuccessful ones. It is the applicant’s responsibility to identify any information of a confidential or proprietary nature contained in its proposal documents, so that they may be handled accordingly. However, UNIDO cannot guarantee confidentiality.

***This CfP does not commit UNIDO to pay any costs incurred in the preparation or submission of documents, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. The applicant shall bear all costs associated with the preparation and submission of the documents, and UNIDO will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of this exercise.***

CfP documents may be modified or withdrawn by applicant in writing, prior to the deadline. The submitted documents may not be modified or withdrawn after that time. Any CfP submissions received by UNIDO after the deadline will be rejected and returned unopened to the applicant.

This CfP does not commit UNIDO to award an agreement. UNIDO reserves the right to accept or reject any proposals or annul this CfP and reject all proposals, at any time prior to award, without thereby incurring any liability to the affected applicants or any obligation to inform the affected applicants on the grounds for action of UNIDO.

**Admissibility Criteria**

Interested applicants are requested to submit a written proposal in English language with the following content at a minimum:

|  |  |
| --- | --- |
| **Admissibility Criteria** | **Application Form/**  **Supporting Document to be**  **attached to Application** |
| Acceptance of model Implementing Partner Agreement and  model General Conditions |  |
| Registration certificate issued by the authorized government agency.    The potential implementing partner must have been registered for a minimum of three (3) years. | Certificate of Incorporation |

**Eligibility Criteria**

#### In order to ensure sound financial management of the funds awarded and alignment with ISID, the implementing partner shall meet the following minimum eligibility requirements, where relevant.

* Be registered/recognized as a legal entity
* The organization/entity must have fulfilled the required legal obligations regarding registration, taxation, and other legal charges in its home country.
* Be able to receive funds from UNIDO and report in the currency of the project (US$);
* Demonstrate contribution to inclusive and sustainable industrial development;
* Demonstrate sufficient experience and operational capacity considering the scope and nature of execution, including administrative capacity to award sub-contracts to third parties when necessary;
* Possess sufficient technical, research and/or scientific capacities and abilities to provide services to augment the efficient and effective delivery of UNIDO projects;
* Demonstrate strong interest in partnering with UNIDO for the implementation of the project through co-financing commitment, and provide a description of how the co- financing will be delivered (recurrent expenditures, in-kind contributions etc.) and the types of activities to be covered through the co-financing component; and
* Demonstrate fluency in English language (spoken and written).
* The applicant(s) must not be sanctioned by the UN and considered ineligible based on the lists such as the Consolidated United Nations Security Council Sanctions List (CUNSCSL), World Bank's Listing of Ineligible Firms & Individuals, and lists of sanctioned/suspended vendors maintained by UN organizations.
* The applicant(s) must confirm its compliance and efforts to promote the countering of financing of terrorism efforts and shall ensure that none of the funds received from UNIDO are used, directly or indirectly, to provide support to individuals or entities (i) associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to Resolutions 1267 (1999) and 1989 (2011); or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council.
* The applicant(s) must comply with the UN sanctions, UN Security Council Resolutions, and international conventions and treaties;
* The applicant(s) must not be involved in investments, sales or manufacturing of anti-personnel landmines, cluster bombs as well as other weapons and ammunitions, or in production or sales of tobacco;
* The applicant(s) must confirm its compliance to ensure that none of the funds received from UNIDO are used, directly or indirectly, to provide support to individuals or entities associated with Money Laundering.
* The applicant(s) must append the following documents in a copy to its proposal as evidence that the requirements have been satisfied.
  + A copy of the registration certificate (Certificate of Incorporation) issued by the authorized government agency. The organization/entity must have been registered for a minimum of three (3) years.
  + A certificate showing that the organization/entity is registered for the payment of value added tax (VAT), withholding tax, employee contributions, or similar taxes or charges in accordance with the law of the country of the entity, and has no overdue debts regarding taxes and social security contributions. The organization/entity must provide the VAT registration number. If the entity is exempted from VAT, a certificate confirming this status must be submitted. If the authority in the organization/entity’s home country does not release this information, and the reason for this is stated in the proposal, the certificate can instead be signed by the managing director, chairperson of the board or the auditor of the company. The above-mentioned certificates may not be older than six (6) months.

An organization under consideration to become an Executing Entity of a UNIDO project shall provide reasonable assurance to UNIDO confirming that:

* It commits to the objectives of the project, and its mandate and operations are not in conflict with UNIDO project objectives and the fiduciary standards of the funding partner;
* Where relevant, it possesses sufficient experience, qualifications and capabilities as evidenced by similar activities carried out for other international/national organizations, substantially complying with the due diligence requirements of those organizations;
* The institutional setup and structure, governance, key personnel, qualifications and capacities, financial strength, etc. are adequate to perform the substantive tasks necessary to augment the efficient and effective delivery of UNIDO project in conformity with UNIDO’s requirements and the fiduciary standards of its funding partner;
* Its governance structure and administrative procedures are in line with fiduciary standards and requirements established by UNIDO and its funding partner or with best practice;
* It has adequate risk management procedures and controls in place;
* It places priority on the prevention of harmful social and environmental impacts or compensates adverse project impacts and enhances positive impacts through environmental planning and management that includes the proposed mitigation measures, monitoring, institutional capacity development and training measures, an implementation schedule, and cost estimates;
* It promotes gender equity and mainstream gender in its activities;
* It understands that the project is supported by a multilateral development institution with public funds, and therefore all products, information, and resources developed and acquired under the project must be made available to partner country governments, and cannot be used for commercial purposes and;
* It has sufficient key technical specialists, administrative and other support staff to execute the project’s- component(s).

# Exclusion Criteria

Applicants shall be excluded from access to UNIDO funding, when found to be the subject of an Exclusion Determination pursuant to the UNIDO Policy on Exclusion from Funding, which is available at <https://www.unido.org/sites/default/files/files/2021-12/DGB_UNIDO_Policy_on_Exclusion_from_Funding_0.pdf?_token=1263208889>.

**Technical Qualification Criteria**

Applicants should demonstrate the technical and operational capacity to co-develop projects and programmes ready for submission to funding partners, and in addition to act as an Implementing Entity of UNIDO in the case of its approval.

Interested applicants are requested to submit a written CfP in English language to demonstrate their capacity, expertise and experience to deliver the services, including its ability to execute the services globally.

The following content will be used to assess the applicant's technical capacity:

* Technical note
* Documents confirming qualifications
  + CVs of the project management team to be engaged in the project
  + CVs of the project administrative team to be engaged in the project;
  + CVs of experts to be engaged.
* List of reference projects (minimum 3)

# SECTION 6: TECHNICAL EVALUATION CRITERIA SCORES

|  |  |  |
| --- | --- | --- |
| **Technical Evaluation Criteria** | **Maximum Score** | **Minimum acceptable score\*** |
| **Business Certainty**  Does the technical note has business certainty in the following perspective?   * Appropriateness of the technical note (including the schedule, decisions for the project location, concession and license for the project implementation, and status of concluding a Power Purchase Agreement in case of a power generation project). * Projected/expected profitability of the project, including economic performance, forecast of cash flow and payback period * Appropriateness of financial plan (The amount of investment by each entity is clearly stated, including the certainty of financial arrangement.) * The term of the project support activities does not exceed twenty four (24) months. | 20 | 12 |
| Is the project expected to reduce emissions of GHG including energy-related CO2 through JCM?   * Target total emission reductions of GHGs (including energy-related CO2)   Total emission reductions [tCO2eq] = GHG emission reductions per year [tCO2eq/y] × monitoring years of the facilities/equipment [y]   * Cost-effectiveness of emission reductions of GHGs in terms of financial support   Cost-effectiveness for GHG emission reductions [JPY/ tCO2eq] = Amount of financial support [JPY]) / Total emission reductions of GHGs [tCO2eq]   * Cost-effectiveness of financial support to reduce 1 ton of GHG emissions will be evaluated. In the selection, the Cost-effectiveness should be prioritized. | 30 | 18 |
| Does the financial support promote investment in projects with leading decarbonization technologies by private companies and others? (10%)   * In principle, it should not be a business related to thermal power generation using fossil fuels, except equipment that effectively utilizes the heat generated during power generation and equipment that contributes to decarbonization technology such as carbon capture and storage. | 10 | 6 |
| Is there a high potential that the technology is diffused in the partner country and others after this project is implemented? | 10 | 6 |
| Are GHG emission reduction calculation methodologies and monitoring methods appropriate? In case the project is going to introduce a similar technology, does the project meet the eligibility criteria of approved JCM methodologies for the similar technology of both the partner county in which the project will be implemented and other partner countries? If there is no methodology approved by JCM, is the reference emission amount and project emission amount calculated conservatively? The monitoring method and implementation organization required to calculate GHG emission reductions are appropriate. | 10 | 6 |
| Is the expense for the project appropriately estimated? The expense should be estimated using the same or similar project implemented in the past; or the expense should be based on the actual design and specification. The evidence for estimation of personnel expense and travel cost is clear and appropriate. | 20 | 12 |
| **Total** | **100** | **60** |

\*To be technically acceptable, the applicant must achieve a minimum acceptable score of each category as indicated in this table. In addition, the applicant must achieve a minimum of 60% of the total score to be considered technically acceptable.

# SECTION 7: FINANCIAL EVALUATION CRITERIA

**Financial requirements**

* Indicate funding partner budget allocation structure and appropriation requirements.
* Indicate the co-financing requirement and expected financial contribution from the applicant.
* The level of the applicants’ own contribution.
* Conditions of implementing partner fees/overheads, cost distribution.
* Implementing Partner owned by the applicant and to be used for the implementation of the project.

# SECTION 8: Grant Agreement

Please refer to the uploaded model documents in UNIDO’s e-Procurement portal.

# SECTION 9: APPLICATION DOCUMENTS

The submission documents shall comprise the following information and documents. This procurement is governed by the provisions of the UNIDO rules and regulations. The CfP shall be submitted by using the application forms provided for this call.

Applicants must submit the following:

* Statement of Confirmation
* Cover letter
* General Information form
* Company Information
  + Verification of the company registration
  + Confirmation of being registered for tax
  + Confirmation of having no tax debt
  + Company organization chart
  + Recent audited report and accounts for the past 3 years
* Confirmation of Eligibility Criteria
* Technical note
* Documents confirming qualifications
  + CVs of the project management team to be engaged in the project
  + CVs of the project administrative team to be engaged in the project;
  + Estimated daily rates of the project team and support staff, as necessary;
  + Overhead costs as a percentage of the total contract amount;
  + CVs of experts to be engaged
* List of reference projects
* Proposer’s Financial Statement
* Declaration form
* Micro-Assessment Questionnaire

The applicant shall upload in UNIDO's eProcurement portal both the electronic and PDF versions of all duly completed, stamped and signed application forms. All signatures shall be effected by a duly authorized representative of the applicant.

# Annex 1 - Statement of Confirmation Form



**STATEMENT OF CONFIRMATION**

**SECTION A**

On behalf of [insert name of the legal entity and delete this highlighted text in brackets] (hereafter referred to as “Declarant”[[1]](#footnote-2)), I hereby represent and warrant that Declarant:

1. Possesses the legal status and capacity to enter into legally binding grant agreements with UNIDO.
2. Has not been involved in any situation that may appear as an actual or a potential conflict of interest, including, but not limited to, any of the following situations:
   1. None of Declarant’s key personnel is associated - financial, family or employment wise - with concerned UNIDO personnel, including UNIDO experts/consultants recruited under the relevant project or with UNIDO’s counterpart;
   2. No fees, gratuities, rebates, gifts, commissions, offers of employment or any other payments, other than those shown in the grant proposal, have been, directly or indirectly, given, received or promised in connection with the subject grant procedure;
   3. Declarant has not participated in the preparation of the concerned grant procedure, its design or its grant proposal documents being subsequently used by UNIDO;
   4. Declarant does not, directly or indirectly, control, is not controlled by or is not under common control with another applicant;
   5. Declarant does not receive or has not received any direct or indirect subsidy from another applicant;
   6. Declarant does not have the same legal representative as another applicant;
   7. Declarant does not have a relationship with another applicant, directly or indirectly (except declared sub-contractors), that puts it in a position to influence the grant proposal of another applicant, or influence the decisions of UNIDO regarding this grant procedure;
   8. Declarant has not submitted more than one grant proposal in the grant procedure, for example, on its own and separately as a joint venture partner (except as declared sub-contractor) with another applicant (an applicant’s submission of more than one grant proposal will result in the disqualification of all grant proposals in which such applicant is involved); or
   9. Declarant finds itself involved in any other situation that may appear as an actual or a potential conflict of interest, understood by UNIDO to be a situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a fraud and corruption under UNIDO’s Grants Manual.
3. Accepts to abide by the terms of the UNIDO Policy on Exclusion from Funding (DGB/2021/15), available at <https://www.unido.org/sites/default/files/files/2021-12/DGB_UNIDO_Policy_on_Exclusion_from_Funding_0.pdf> (hereinafter referred to as the “Policy”, as may be amended from time to time) and represents and warrants that Declarant is not and has not been the subject of any of the exclusion criteria stated in the Policy. Further, Declarant covenants and agrees to notify UNIDO promptly in the event that Declarant becomes subject to any of the exclusion criteria stated in the Policy during the term of this procurement process and eventually, if applicable, during the term of the Declarant’s contract or agreement with UNIDO.

**SECTION B**

*[Please note that this section is to be completed only in case one or more of the statements under Section 1 above cannot be confirmed or attested to. After consideration of the information and documentation provided under this Section 2, UNIDO reserves the right to disqualify the applicant from any further participation in the grant procedure and take any other pertinent action pursuant to the UNIDO Policy on Exclusion from Funding and to the specific procedures set out in UNIDO’s Grants Manual.]*

On behalf of Declarant, I hereby represent and warrant that Declarant:

*[Indicate here below the statement that cannot be confirmed or attested to and provide the reasons and all detailed related information, e.g. date of conviction of a criminal offence, court, jurisdiction, etc., together with all related documentation. Moreover, if relevant, also indicate any mitigating measure(s) taken to remedy the statement that cannot be confirmed or attested to]*

Name (print): Signature:

Title/Position:

Place (City and Country): Date:

# Annex 2 - Cover Letter Template

Date [*Organization to insert date*]

To: UNIDO

Ladies/Gentlemen:

1. Having read the project purpose and concept, we, the undersigned, hereby express our interest, should we be so selected, to implement the project entitled [insert project title], in accordance with your expression of interest No. [insert]dated [insert] and our grant proposal.
2. We hereby confirm that we comply with your qualification requirements/criteria as specified in the above mentioned proposal. [Where relevant, organization to include “except for the following requirements: (please state)].
3. By reference to your brief description of the project purpose and concept, please find attached our proposed implementation modality.
4. Please also find attached our input on your institutional assessment form.
5. Please find attached, as required in your proposal, all requested documents.
6. In the event we were to be awarded the grant and approved by UNIDO to become an Implementing Partner in respect of this project, we agree and acknowledge to abide by the terms and conditions of your model Implementing Partner Agreement referenced to in Section VIII of your proposal. [Where relevant, organization to include “except for the following requirements: (please state)].
7. We understand you are not bound to accept any grant proposal that you receive, and that you reserve the right to accept or reject any grant proposal and to cancel the process and reject all grant proposals at any time, without thereby incurring any liability whatsoever.

We remain.

Yours sincerely

Authorized Signature

Name and Title of Signatory

Name of Organization

Address

# Annex 3 – General Information Form

**General Information for the entity submitting the CFP**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name of organization: |  | | |
| 2. Street address: | Postal Code: | City: | Country: |
| 3. P.O. Box and mailing address: |  | | |
| 4. Telephone number: |  | | |
| 5. Fax number: |  | | |
| 6. E-mail address: |  | | |
| 7. WWW address: |  | | |
| 8a. Contact name: |  | | |
| 8b. Contact title: |  | | |
| 11. Country of establishment: |  | | |
| 12. Type of organization: |  | | |
| 13. Year of establishment: |  | | |
| 14. Number of staff employed: |  | | |
| 15. Name of sub-contractor(s) |  | | |
| 16. Percentage of sub- contracting |  | | |
| 17. No. of key personnel the applicant will make available and dedicate to the proposed agreement (full time and part  time stating % of time i.e. 50%) |  | | |
| 18. Engagement with national/international experts (percentage as well as type of services that will be carried out by national /international staff) |  | | |

Annex 4 – Confirmation of Eligibility Criteria

|  |  |
| --- | --- |
| UNIDO Eligibility Requirement | Please indicate accordinglyCOMPLY (YES/NO) |
| Be registered/recognized as a legal entity |  |
| The organization/entity must have fulfilled the required legal obligations regarding registration, taxation, and other legal charges in its home country. |  |
| Be able to receive funds from UNIDO and report in the currency of the project; |  |
| Demonstrate contribution to inclusive and sustainable industrial development; |  |
| Demonstrate sufficient experience and operational capacity considering the scope and nature of execution, including administrative capacity to award sub-contracts to third parties when necessary; |  |
| Possess sufficient technical, research and/or scientific capacities and abilities to provide services to augment the efficient and effective delivery of UNIDO projects; |  |
| Demonstrate strong interest in partnering with UNIDO for the implementation of the project through co-financing commitment, and provide a description of how the co- financing will be delivered (recurrent expenditures, in-kind contributions etc.) and the types of activities to be covered through the co-financing component; and |  |
| Demonstrate fluency in English language (spoken and written). |  |
| The applicant(s) must not be sanctioned by the UN and considered ineligible based on the lists such as the Consolidated United Nations Security Council Sanctions List (CUNSCSL), World Bank's Listing of Ineligible Firms & Individuals, and lists of sanctioned/suspended vendors maintained by UN organizations. |  |
| The applicant(s) must confirm its compliance and efforts to promote the countering of financing of terrorism efforts and shall ensure that none of the funds received from UNIDO are used, directly or indirectly, to provide support to individuals or entities (i) associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to Resolutions 1267 (1999) and 1989 (2011); or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. |  |
| The applicant(s) must comply with the UN sanctions, UN Security Council Resolutions, and international conventions and treaties; |  |
| The applicant(s) must not be involved in investments, sales or manufacturing of anti-personnel landmines, cluster bombs as well as other weapons and ammunitions, or in production or sales of tobacco; |  |
| The applicant(s) must confirm its compliance to ensure that none of the funds received from UNIDO are used, directly or indirectly, to provide support to individuals or entities associated with Money Laundering. |  |
| It commits to the objectives of the project, and its mandate and operations are not in conflict with UNIDO project objectives and the fiduciary standards of the funding partner; |  |
| Where relevant, it possesses sufficient experience, qualifications and capabilities as evidenced by similar activities carried out for other international/national organizations, substantially complying with the due diligence requirements of those organizations; |  |
| The institutional setup and structure, governance, key personnel, qualifications and capacities, financial strength, etc. are adequate to perform the substantive tasks necessary to augment the efficient and effective delivery of UNIDO project in conformity with UNIDO’s requirements and the fiduciary standards of its funding partner; |  |
| Its governance structure and administrative procedures are in line with fiduciary standards and requirements established by UNIDO and its funding partner or with best practice; |  |
| It has adequate risk management procedures and controls in place; |  |
| It places priority on the prevention of harmful social and environmental impacts or compensates adverse project impacts and enhances positive impacts through environmental planning and management that includes the proposed mitigation measures, monitoring, institutional capacity development and training measures, an implementation schedule, and cost estimates; |  |
| It promotes gender equity and mainstream gender in its activities; |  |
| It understands that the project is supported by a multilateral development institution with public funds, and therefore all products, information, and resources developed and acquired under the project must be made available to partner country governments, and cannot be used for commercial purposes and; |  |
| It has sufficient key technical specialists, administrative and other support staff to execute the project’s- component(s). |  |

# Annex 5 - Guidance on the Technical Note

The technical note should describe the applicant's proposed methodology for the design and execution of UNIDO-JCM, by addressing the following six dimensions. Please note that a maximum of 4 pages is expected for each component of UNIDO-JCM.

1. Does the technical note has business certainty in the following perspective?

* Appropriateness of the technical note (including the schedule, decisions for the project location, concession and license for the project implementation, and status of concluding a Power Purchase Agreement in case of a power generation project). When projects require participants to participate in bidding to obtain the right of project implementation, effects by the financial support of the model and the schedule for bidding must be submitted.
* Profitability of the project, including economic performance, forecast of cash flow and payback period
* Appropriateness of financial plan (The amount of investment by each entity is clearly stated, including the certainty of financial arrangement.)
* The term of the project support activities does not exceed twenty four (24) months.

1. Is the project expected to reduce emissions of GHG including energy-related CO2 through JCM?

* Target total emission reductions of GHGs (including energy-related CO2)

Total emission reductions [tCO2eq] = GHG emission reductions per year [tCO2eq/y] × monitoring years of the facilities/equipment [y]

* Cost-effectiveness of emission reductions of GHGs in terms of financial support

Cost-effectiveness for GHG emission reductions [JPY/ tCO2eq] = Amount of financial support [JPY]) / Total emission reductions of GHGs [tCO2eq]

* Cost-effectiveness of financial support to reduce 1 ton of GHG emissions will be evaluated. In the selection, the Cost-effectiveness should be prioritized.

1. Does the financial support promote investment in projects with leading decarbonization technologies by private companies and others? (10%)

* In principle, it should not be a business related to thermal power generation using fossil fuels, except equipment that effectively utilizes the heat generated during power generation and equipment that contributes to decarbonization technology such as carbon capture and storage.

1. Is there a high potential that the technology is diffused in the partner country and others after this project is implemented?
2. Are GHG emission reduction calculation methodologies and monitoring methods appropriate? In case the project is going to introduce a similar technology, does the project meet the eligibility criteria of approved JCM methodologies for the similar technology of both the partner county in which the project will be implemented and other partner countries? If there is no methodology approved by JCM, is the reference emission amount and project emission amount calculated conservatively? The monitoring method and implementation organization required to calculate GHG emission reductions are appropriate.
3. Is the expense for the project appropriately estimated? The expense should be estimated using the same or similar project implemented in the past; or the expense should be based on the actual design and specification. The evidence for estimation of personnel expense and travel cost is clear and appropriate.

Annex 6 - List of Reference Projects

**Relevant projects implemented in the last *three (3)* years that best illustrate qualifications**

|  |  |  |
| --- | --- | --- |
| Name of Agency: |  | Country/Location: |
| Assignment Name: |  |  |
| Narrative Description of Project: | | |
| Start Date (Month/Year): | Completion Date (Month/Year): | Approx. Value of Assignment (EUR): |
| Name(s) of involved senior staff (Project Director/Coordinator, Team Leader) and description of performed functions: | | |
| Profile(s) of professional staff provided by your organization: | | |
| Description of actual project implementation services provided by your organization: | | |

**Annex 7 – Project Idea Note for the UNIDO-JCM Project**

*All the infromation described in this document is at the pre-implementaion stage and may change as the project developes.*

|  |  |
| --- | --- |
| 1. **Basic project information** | |
| **1.1. Date of Submission** | dd/mm/yyyy |
| * 1. **Partner country**   (*A host county where the planned project is located*) |  |
| **1.3. Title of the planned project**  (*Should be self-explanatory and clearly indicate the activity leading to GHG emissions reductions / removals*) |  |

*The Joint Committee makes the result publicly available, including the PIN reference number, the name of the planned project, the date of submission in the above, and the reason for objection when the Joint Committee objects to the planned project described in the PIN through the JCM website.*

|  |  |
| --- | --- |
| 1. **Project participants and contact information** | |
| **2.1. Representative Japanese participant for the project and its roles in the project**  *(For identification of the person in charge for the project in terms of communication)* | |
| Name of the entity (*Company, etc.*): |  |
| Roles of the entity in the project: |  |
| Address of the contact entity: |  |
| Website of the contact entity: |  |
| Name and position of the main contact person in the entity: | **Last name:**      　 **First name:**  **Position:** |
| E-mail of the main contact person: |  |
| Phone number of the main contact person: |  |
| **2.2. Japanese participant(s) for the project and their roles in the project except for the entity in 2.1**. *(If possible, please indicate the contact person of each entity involved in the project)* | |
| Name of the entity (*Company, etc.*): |  |
| Roles of the entity in the project: |  |
| Address of the entity: |  |
| Website of the entity: |  |
| Name and position of the contact person in the entity: | **Last name:**      　 **First name:**  **Position:** |
| E-mail of the contact person: |  |
| Phone number of the contact person: |  |
| **2.3. Participant(s) of partner country for the project and their roles in the project**  *(If possible, please indicate the contact person of each entity involved in the project)* | |
| Name of the entity (*Company, etc.*): |  |
| Roles of the entity in the project: |  |
| Address of the entity: |  |
| Website of the entity: |  |
| Name and position of the contact person in the entity: | **Last name:**      　 **First name:**  **Position:** |
| E-mail of the contact person: |  |
| Phone number of the contact person: |  |
| **2.4 Relevant ministry or governmental agency of partner country**  *(If possible, please indicate the contact person)* | |
| Name of the entity: |  |
| Address of the entity: |  |
| Website of the entity: |  |
| Name and position of the main contact person in the entity: | **Last name:**      　 **First name:**  **Position:** |
| E-mail of the main contact person: |  |
| Phone number of the main contact person: |  |
| Is the project information already shared with the entity? | Yes (*Briefly explain the status below*)    No |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Project information** | | | |
| **3.1. Summary of the planned project** | | | |
| Description of the project:  (*Project implementation scheme, role of each participant, etc. Insert an image of the implementation structure in section 5*) | |  | |
| Location of the project | |  | |
| Technologies, products, systems, services, infrastructure, or implementation of mitigation actions to be adopted for the project, and a brief description of them: | |  | |
| Status and progress of the project (*Feasibility study, license application status, etc.*): | |  | |
| **3.2. Expected scale of investment** | | Total project costs:  In project currency:  In Japanese Yen:  Breakdown (in project currency): | |
| **3.3. Applicable JCM methodology(ies)** | | Existing methodology(ies) (*Please specify below*)    New methodology(ies) needed (*Briefly explain the status below*) | |
| **3.4. Expected GHG emission reductions / removals (unit: tCO2/year)** | | tCO2/year | |
| **3.5. Expected schedule up to the commercial operations date and the project registration under the JCM** | |  | |
| **3.6. Contribution to Partner Country’s NDC (Nationally Determined Contributions)** | |  | |
| **3.7. Contribution other than GHG emissions reductions or removals**  (*Financial contribution should be explained in section 4*) | |  | |
| **3.8. Credit allocation** | | | |
| Select one of the following:  Credit allocation is still under discussion among project participants.  Project participants propose a preliminary percentage of credit allocation as below, *understanding the condition that numbers will be decided by the Joint Committee at the time of project registration*:  \*In case the project expects to receive financial support from the Government of Japan, the Government of Japan determines a preliminary percentage of credit allocation. | | | |
| Partner country (Government and project participants) | | | % |
| Japan (Government and project participants) | | | % |
| The reason for the above credit allocation: |  | | |

|  |  |
| --- | --- |
| 1. **Financial contribution**   *(Please indicate which government support is expected; otherwise, explain in the "Other" section.)* | |
| **Financial support from the Government of Japan: Select one of the following** | **Fiscal Year of Japan** |
| Financing Programme for JCM Model Project by Ministry of the Environment, Japan (MOEJ) |  |
| JCM Support Programme administered by the United Nations Industrial Development Organization (MOEJ) |  |
| F-gas Recovery and Destruction Model Project by MOEJ |  |
| Japan Fund for the JCM administered by the Asian Development Bank (MOEJ) |  |
| JCM Demonstration Project by New Energy and Industrial Technology Development Organization (Ministry of Economy Trade ad Industry, Japan) |  |
| **Other** *(Please explain how the project will be financed and what financial contribution or economic incentive will make the project viable.)*: |  |

|  |
| --- |
| 1. **Implementation structure** |

*Please insert an image of the implementation structure including financial flows below:*

|  |  |  |
| --- | --- | --- |
| **Revision history of PIN** | | |
| Version | Date | Contents revised |
|  | dd/mm/yyyy |  |
|  | dd/mm/yyyy |  |
|  | dd/mm/yyyy |  |

\*Project participants fill in this section when they submit a revised PIN to the Joint Committee.

\*Rows may be added, as needed

**Annex 8 – Proposer’s Financial Statement**

**PROPOSER’S FINANCIAL STATEMENT**

1. Name and other information:
   1. Name of company
   2. Address of head office \_ Fax No. E-mail
   3. Date established and/or registered
   4. Paid-up capital
   5. Latest balance sheet (as of) (1)Fixed Assets (2)Current Assets (3)Long Term Liabilities (4)Current Liabilities (5)Net Worth
      1. Solvency Ratio (Current Assets/Current Liabilities)
      2. Profit Margin Ratio
   6. Name of principal officer
2. Yearly total volume of business for the last three years:

Year Domestic Export Total

1. The services/goods provided in the advertised sector during last three years:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1st Year | 2nd Year | 3rd Year |
|  |  |  |
| Name of the services/goods |  |  |  |
| Value |  |  |  |

1. Name and address of the company’s bank:
2. Litigation in progress

Information regarding all claims, arbitration and other pending legal action

1. Consortium or group to which company belongs, if any:
2. Other information (chronology and business line, organization structure, etc.):

We hereby certify to the best of our knowledge that the foregoing statements are true and correct and all available information and data have been provided herein, and that we agree to show you documentary proof thereof upon your request.

(Date) (Signature of Authorized Representative)

(Printed Name of Authorized Representative)

(Position of Authorized Representative)

(Telephone No. and Fax No.)

Certified:

(Date) (Signature of Authorized Representative)

(Printed Name of Authorized Representative)

(Position of Authorized Representative)

(Name of Certifying Authority and Telephone No. and Fax No.)

**Annex 9 - Declaration Form**

We, stated below, hereby certify to the best of our knowledge that the foregoing statements are true and correct, and all available information and data have been provided herein, and that we agree to show you documentary proof thereof upon your request.

(Date) (Signature of Authorized Representative)

(Printed Name of Authorized Representative)

(Position of Authorized Representative)

1. Declarant includes reference, as applicable, to any person or entity having powers of representation, or exercising ownership, decision-making or control over another person or entity, or which is owned or controlled by or under common ownership or control with, such person or entity, whether directly or indirectly and in whole or in part, such as a parent, subsidiary or associate company, or as a member of their administrative, management or

   supervisory body. [↑](#footnote-ref-2)