



## **REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR ROSTER OF CONSULTANTS: CARBON PROJECT DESIGN (ENERGY, AGRI-FOOD, AND WATER) YEARS 2025-2030**

SNV Global seeks to build a roster of specialized consultants to support our efforts in developing carbon projects across the 23 countries where SNV operates.

Carbon markets are demonstrating significant growth worldwide, with governments increasingly opening opportunities for international investments and emphasizing environmental sustainability. As a global organisation focused on sustainable development within the agri-food, water, and energy sectors, SNV is committed to leveraging these opportunities to drive impactful carbon credit projects activities. By joining SNV's roster, consultants will be well-positioned to contribute to high-value carbon initiatives that align with SNV mission of creating sustainable and inclusive development solutions.

### **Duration and Location**

The length of the consultancy will depend on the specific project proposal for which the consultant is hired.

### **Post Evaluation and Selection**

The consultant roster will be selected based on the following criteria:

- **Relevant Experience (40%):** Demonstrated expertise in carbon projects within the energy, agroforestry, and water sectors, with proficiency in stakeholder engagement and familiarity with carbon standards (e.g., Verra, Gold Standard).
- **Technical Skills (30%):** Strong expertise in financial modelling, project feasibility assessments, and communication.
- **Regional Knowledge (20%):** Prior experience working with SNV's country offices in Asia or Africa, with fluency in English (proficiency in local languages is an added advantage).
- **Cost (10%):** Competitiveness of the financial proposal relative to the proposed deliverables.

### **Location of the activities**

Remotely with occasional travel to the selected country

**Operating languages**

English.

Complete prequalification documents should be emailed to the following email address:

[tenders@snv.org](mailto:tenders@snv.org)

So as to reach not later than **14<sup>th</sup> March, 10am.**

Successful applicants will be notified by email within 4 weeks from the date of closure of submission.

## SECTION 1

### 1.0 INSTRUCTIONS TO BIDDERS

#### 1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE - SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by SNV, to perform the contract of supply and delivery of consultancy services

#### 1.2 EOI OBJECTIVE

The main objectives of this part are to qualify consultants to provide services as and when required during the period ending December 2026. SNV Global's roster will be tasked with supporting project readiness of SNV's pre-selected countries to secure investment for the implementation of carbon projects<sup>1</sup> under Article 6 of the Paris Agreement.

The primary objective of this consultancy is to provide technical guidance and support in the design and development of carbon projects, ensuring alignment between project implementation and carbon credit generation. Therefore the consultant should (a) have relevant skills and knowledge of the technical assistance and investment mechanism (e.g., results-based financing, subsidies) needed to develop a specific approach (i.e. biodigesters, reforestation, etc.); and (b) be able to build a carbon project on said technical approach. Therefore, we are specifically looking for consultants with knowledge across the following sectors:

- **Renewable energy** (e.g., clean cooking solutions, biodigester dissemination and carbon financing, solar energy solutions for productive uses)
- **Agroforestry** (e.g., afforestation, reforestation, grasslands, wetlands systems, integrating carbon sequestration models)
- **Water management** (e.g., clean water access, watershed protection, irrigation systems with carbon credit potential)

In addition to having knowledge on implementing such project. The consultant should be able to support on linking SNV with the most relevant carbon developers that adhere to SNV's approaches and practices in the carbon sector.

Consultants will collaborate with SNV's teams to support the pre-assessment of identified project ideas in various countries where SNV operates. The consultant should propose a financial model and technical approach, taking into account the administrative and legal frameworks both locally and globally. These initiatives must operate under the Article 6.

In addition to technical design, consultants will also develop an implementation plan to ensure the project is investment-ready and provide guidance on potential partnerships and funding sources.

#### **Scope of Work and Level of Effort**

The detailed Scope of Work and LOE will be defined and agreed between the Consultant, the roster Manager and SNV's Country Director through a Task Order.

#### **Deliverables**

1. Technical Guidance: Design and develop carbon projects within one of SNV's sectors and countries which will be defined in a Task Order.
2. Pre-Assessment and Financial Modelling:
  - a. Assess identified project ideas.
  - b. Propose technical approaches and financial models, considering local and global legal frameworks.
  - c. Ensure compliance with Article 6.
3. Implementation Planning:
  - a. Develop investment-ready implementation plans.

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<sup>1</sup> Carbon projects are development initiatives that are fully or partially funded by carbon finance through carbon markets

- b. Advise on potential partnerships and funding sources

**1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST**

Consultants are invited to submit their EOI documents to [tenders@snv.org](mailto:tenders@snv.org) so they may be pre-qualified for submission on RFPs/ RFQs. SNV requires prospective Consultants to supply mandatory information for the EoI.

**1.4 EXPERIENCE**

Prospective consultants must have carried out successful supply and delivery of similar goods/services/works to institutions of similar size and complexity as SNV. Potential consultants must demonstrate the willingness and commitment to meet the EoI criteria.

**1.5 EOI DOCUMENT**

This document includes questionnaire forms and documents required of prospective vendors and consultants.

**1.6 TENDER PROSPECTIVE**

In order to be considered for the Request for EoI, prospective vendors and consultants must submit all the information requested herein.

### **1.7 SUBMISSION OF EOI DOCUMENT**

- **Two copies, one** of the complete EOI data, technical proposal with detailed CV highlighting relevant experience, three references from previous relevant assignments, Past work reports and other information requested and the **second** with the Financial offer should be submitted to reach SNV as two separate PDF files to:

Email; [tenders@snv.org](mailto:tenders@snv.org)

**SUBJECT: ROSTER OF CONSULTANTS: CARBON PROJECT DESIGN (ENERGY, AGRI-FOOD, AND WATER) YEARS 2025-2030**

### **1.8 QUESTIONS ARISING FROM DOCUMENTS**

Questions that may arise from the Request for EOI documents should be directed to THE PROCUREMENT TEAM whose address is given in 1.7 above, ***Not later than 7<sup>th</sup> March, 2025***

### **1.9 ADDITIONAL INFORMATION**

**SNV** reserves the right to request submission of additional information from prospective vendors/consultants.

### **2.0 INVITATION TO PARTICIPATE IN FUTURE RFPs/ RFQs**

RFP/RFQ will be made available soon after this EoI process is complete, only to those Vendors/Consultants whose qualifications pass this EoI by scoring 70 points and above.

## **SECTION 2**

### **2.1 PAYMENTS**

SNV's Global Partnerships and Business Development Team will be responsible for approving all deliverables and invoices. Payment will be triggered based on this approval. Invoicing instructions will be set out in the contract.

## SECTION 3

### 3.0 EOI DATA FORM INSTRUCTION

#### 3.1 EOI DATA FORM

The attached questionnaire and due diligence forms are to be completed by prospective Consultants who wish to be included in SNV's Roster of preferred Consultants for the specified category.

#### INCOMPLETE APPLICATION

Application forms that are not complete will not be considered. All documents that form part of the proposal must be written in English language.

#### 3.2 QUALIFICATION

##### TENDER DATA

It is understood and agreed that the data on prospective bidders will be used by **SNV** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with SNV's commitment to EU GDPR 2018, and only used for programming purposes. It will be destroyed after 7 years in line with data requirements.

##### QUALIFICATION REQUIREMENTS

Consultants will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or non-consultancy/ consultancy services in the judgement of **SNV**.

#### 3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

##### EXPERIENCE

Consultants shall have at least three (3) years' experience in the supply of consultancy services and allied items. Potential Consultants should show competence, willingness and capacity to service the contract.

Must submit fully filled in **due diligence forms** in the document below

Please note that, prospective consultants require special experience and capability to organize supply and deliver services at short notice.

<b>No</b>	<b>Information Required</b>	<b>Form Type</b>	<b>Point Score</b>
1	Due Diligence document	PQ-1	20
2	EOI data	PQ-2	5
3	Supervisory Personnel	PQ-3	5
5	Past Experience	PQ-4	20
6	Sworn Statement	PQ-5	5
	<b>TOTAL</b>		<b>100</b>

#### 3.8 QUALIFICATION MARK

The qualification score of 70 points and above.

## **PERSONNEL**

The names and pertinent information and the CVs of the key personnel for individuals or groups

## **PAST PERFORMANCE**

Past performance will be given due consideration in qualifying Vendors/Consultants. Letters of reference from past customers should be included in Form PQ5 where applicable.

## **POST REQUIREMENTS**

- Advanced degree in Environmental Studies, Climate Policy, Economics, or related fields.
- Demonstrated experience in the design and implementation of carbon projects under the framework of Article 6 of the Paris Agreement, with a focus on sectors such as energy, agri-food, and water, including field-level execution and compliance with host country NDCs (Nationally Determined Contributions).
- Proven ability to analyse local market conditions and identify opportunities for Article 6-based cooperative approaches, aligned with SNV's sectoral focus in agrifood, energy, and water.
- Extensive experience mapping and engaging with key stakeholders in carbon market mechanisms under Article 6, including government bodies, private sector entities, international investors, and large agricultural off-takers. A well-established professional network, particularly within the framework of international carbon credit transactions, is essential.
- Comprehensive knowledge of carbon standards (e.g., Verra, Gold Standard), as well as Article 6-specific methodologies, including host country approval processes, project registration, monitoring, and verification under Internationally Transferred Mitigation Outcomes (ITMOs).
- Proven experience working with stakeholders at local, national, and international levels, with a focus on ensuring alignment with Article 6 cooperative frameworks and supporting cross-sectoral collaboration.
- Exceptional written and verbal communication skills, including the ability to produce high-quality reports and presentations.
- Fluency in English is required.

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### **Preferred Qualifications**

- Strong expertise in financial modelling, project feasibility assessments, and cost-benefit analyses, particularly for projects aimed at generating ITMOs or involving cooperative approaches under Article 6.
- Proficiency in the local language of a target country.
- Experience working in or collaborating with SNV country offices in Asia or Africa.

## **3.4 STATEMENT**

The application must include a sworn statement (Form PQ6) by the Consultant ensuring the accuracy for the information given.

## **3.5 WITHDRAWAL OF RFP/RFQ**

Should a condition arise between the time the firm has submitted their Quote / Proposal and the opening date which in the opinion of the SNV could substantially change the performance and qualification of the

bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV reserves the right to reject the proposal/ quote from such a bidder even though initially prequalified through the EoI.

### **3.7 Due Diligence**

As part of our commitment to our donors as well as to the delivery of quality services and projects, SNV conducts due diligence checks on prospective consultants, vendors, and partners.

The aim of the due diligence checks is to ensure compatibility between the values of SNV and those of prospective consultants, vendors, and partners. It also ensures that we are responsible for the use of funds that are entrusted to us by our donors.

To facilitate the due diligence checks, we require some information from your establishment.

Please return the following Forms:

- A- Duly completed SNV Due Diligence vetting Form in this document below

In addition please provide:

- (a) List of ongoing and previous Contracts
- (b) Comprehensive Capacity Statement, CV, academic and professional certificates.



**FORM PQ-1 : EOI DATA**

<b>Consultant Identification</b>	
Legal name of consultant/firm	
Street and Address	
City	
Country	
Telephone No.	
Contact Person	
Title	
<b>Business Information if applicable</b>	
CEO	
Director	
General Manager of the client services?	
Partnership (if applicable)	
Name of partners	

**FORM PQ-2 : SUPERVISORY PERSONNEL OF THE SERVICES**

Main Supervisor of the services provided

Name : \_\_\_\_\_

Age : \_\_\_\_\_

Academic qualification : \_\_\_\_\_

Professional qualification : \_\_\_\_\_

Approx. Contract value managed : \_\_\_\_\_

Country provision : \_\_\_\_\_

Other : \_\_\_\_\_

**Proposed Technical personnel assigned to the SNV**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

Proposed position in this project if contract is awarded: \_\_\_\_\_

\_\_\_\_\_

**FORM PQ-3 : BANK DETAILS**

4.2 Provide the applicant's bank details to SNV.

Account Name : \_\_\_\_\_

Account Number : \_\_\_\_\_

Bank Name : \_\_\_\_\_

Branch : \_\_\_\_\_

Branch code : \_\_\_\_\_

Bank code : \_\_\_\_\_

Swift Code : \_\_\_\_\_

**FORM PQ-4 : PAST EXPERIENCE**

**NAMES OF THE VENDOR/ CONSULTANT'S OTHER CLIENTS AND VALUES OF CONTRACTS/ORDERS IN THE LAST TWO YEARS**

CLIENT 1

Name of 1<sup>st</sup> client (organization).....  
Address of client (organization).....  
Name of contact person at the client (Organization).....  
Client Telephone Number.....  
Approx. Value of contract.....  
Duration of contract .....

CLIENT 2

Name of 2<sup>nd</sup> client (organization).....  
Address of client (organization).....  
Name of contact person at the client (organization).....  
Client Telephone Number.....  
Approx. Value of contract.....  
Duration of contract .....

CLIENT 3

Name of 3<sup>rd</sup> Client (organization).....  
Address of client (organization).....  
Name of contact person at the client (organization).....  
Client Telephone Number.....  
Approx. Value of contract.....  
Duration of contract (Date).....

**FORM PQ-5** : SWORN STATEMENT

Having studied the EOI information provided above we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a proposal or quotation based on provisions in the RFP/RFQ documents to follow.
- c) When the RFP/RFQ is issued and we find that the legal or technical conditions or the contractual capacity of our firm has changed, we will come ourselves to inform you and acknowledge your right to review the Proposal/Quote made.
- d) We enclose all the required documents and information required for the EOI evaluation.

Date: .....

Applicant's Name: .....

Represented by: .....

Signature: .....

Designation: .....

(Full name and designation of the person signing.)

<b>Date</b>	Click or tap to enter a date.
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**SECTION A - GENERAL INFORMATION, DOCUMENTATION & PAYMENT INFORMATION**

<b>COMPANY/ORGANISATION BASIC INFORMATION <i>To be completed by Companies or Organisations</i></b>			
Legal name:	City	Postal code:	
Country	Street/House No. (Address)	Webpage	
Trade Name	Phone Number:		
No. of employees & estimated annual revenue (Optional):	Year established:		
Business registration number:	Contact person name:		
Contact person Job Title:	Email:	Telephone:	
Name of the owner*:	Year of Birth (YYYY):	Nationality of owner:	
Name of the owner* (2):	Year of Birth (2) (YYYY):	Nationality of owner (2):	
Name of the owner* (3):	Year of Birth (3) (YYYY):	Nationality of owner (3):	
Ownership % (Optional): Female <span style="color: #ADD8E6;">Choose an item.</span> Male <span style="color: #ADD8E6;">Choose an item.</span> n/a <input type="checkbox"/>	Board composition % (Optional): Female <span style="color: #ADD8E6;">Choose an item.</span> Male <span style="color: #ADD8E6;">Choose an item.</span>		
Please state the nature of your business and main products or services to be provided to SNV:			

\*For NGOs provide current board members

<b>SOLE TRADER BASIC INFORMATION <i>To be completed by freelancers or consultants</i></b>	
Name/Last name:	City / Country Postal code
Street/house Nr (Address):	Phone Number:
Email / Webpage:	Business registration No /ID number:
Name of the sole trader:	Year of birth (YYYY)
Nationality	Underrepresented group (Optional): WoB* <input type="checkbox"/> Other <input type="checkbox"/> n/a <input type="checkbox"/>
Please state the nature of your business and main products or services to be provided to SNV:	

\*WoB (Women Owned Business)

<b>PAYMENT INFORMATION <i>To be completed by the companies, organisations and sole traders</i></b>	
Account Name:	Bank name:
IBAN Number:	Account Number:
Country:                      Branch:	Swift Code:
VAT Number:	WHT Rate (If applicable):

Documents	Company /Orgs	Free lancers /Consultants	Check if provided	If not provided, please confirm the reason
Certificate of registration or extract from the Chamber of Commerce (or national equivalent)	Please provide	Please provide	<input type="checkbox"/>	
Value added tax (VAT) registration certificate (or national equivalent)	Please provide	Please provide	<input type="checkbox"/>	
Tax compliance certificate from the national revenue authority	Please provide	n/a	<input type="checkbox"/>	
UBO extract (Ultimate beneficial owner) or equivalent declaration (i.e trade license)	Please provide	n/a	<input type="checkbox"/>	
Copy of Identity Card, Driver licence or Passport	n/a	Please provide	<input type="checkbox"/>	
SNV to add depending on local regulations	Please provide	Please provide	<input type="checkbox"/>	

**MANDATORY DOCUMENTATION** *To be completed by Companies, organisations and sole traders. Please attach proof of documents and check the relevant box if documents are provided.*

## SECTION B - SUPPLIER ETHICS AND SELF DECLARATION

Physical violence and Safeguarding, child protection, and protection from sexual exploitation, abuse, and harassment, modern slavery and human trafficking (SEAH) are very serious issues and represent violations of human rights. SNV expects consultants, partners, and service providers who witness a case of violence or SEAH to report it to [safeguarding@snv.org](mailto:safeguarding@snv.org)

If you have any concerns or suspicions regarding **bribery, corruption and fraud**, you can report it via the following email address [fraud@snv.org](mailto:fraud@snv.org) which is only accessed by the SNV Internal Audit Team.

I (**Name of the authorised representative**) hereby declare to Stichting SNV Nederlandse Ontwikkelingsorganisatie (SNV) that:

- a) There are no potential conflicts of interest between our/my firm, company, or organisation and SNV or any of your donors, partners, staff, offices, contracted consultants, or vendors. Conflicts could be and not limited to; Relations with SNV personnel, past employment, adverse actions taken against SNV etc.
- b) I / our principals have not been subject of legal proceedings for insolvency, bankruptcy, receivership or my/our business activities suspended for related reasons
- c) I / our principals have not been convicted of a criminal offence related to business or professional conduct
- d) I/we are not delinquent in our/my obligations to pay taxes and social security contributions and have fulfilled our/my tax obligations in the last three years. I / we haven't had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client
- e) I / our principals apply zero tolerance against any safeguarding incidents and do not engage in sexual exploitation, harassment & abuse
- f) I / we commit to report any fraud or physical violence and SEAH issue in line with the reporting procedures outlined

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:

Signature\_\_\_\_\_Name and Title:\_\_\_\_\_

PLEASE SUBMIT THIS FORM TO [Click or tap here to enter text.@SNV.ORG](mailto:Click or tap here to enter text.@SNV.ORG)

By submitting the information required in this form, you acknowledge and confirm that all provided information is accurate and complete to the best of your knowledge. Submission of this form constitutes your consent for SNV to internally validate the information provided. The data received shall be validated by SNV through remote and/or physical checks and processed in accordance with SNV's General Data Protection Regulation (GDPR) framework (which complies with the European Union's GDPR 2018), the hardcopy and electronic data you provide will be kept secure and will only be processed by SNV for procurement and project execution purposes.

The data will be kept for 10 years, after which they will be destroyed by SNV. By submitting the SNV supplier's registration and vetting form and participating in the SNV process, you agree with this data use, storage, and processing of the data provided

### SECTION C - SNV Check list (To be verified by SNV Procurement Responsible/Procurement Officer)

Legal name of the (potential) supplier (please, provide the full legal name as it is written in the Contract/Chamber of Commerce Extract/ other official documents): \_\_\_\_\_

Please tick the boxes

- DD checks are performed to name of the company and owners.  
Please attach the report downloaded (CSI System); **If not**, confirm exception No.\_\_\_\_ Choose an item.
- Mandatory documentation completed and attached; **If not**, confirm exception No.\_\_\_\_ Choose an item.
- Supplier registration and vetting form signed by the supplier; **If not**, confirm exception No.\_\_\_\_ Choose an item.
- Should this supplier be categorized in the system as an **"Implementing partner"**?

**Bank details support (for those suppliers who are not filling Section A), please tick the box**

- Bank Letter
- Company Letter
- Invoice
- Contract

(When only the **section C** is filled, one of the documents requested above should be provided by the suppliers)

- The supplier exists in the system (please, provide SBD ID: Click or tap here to enter text.)

Verified by: (Name & Title)\_\_\_\_\_

Hereby I approve the creation of supplier.

Approved\* by (Name) \_\_\_\_\_(Title)\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

The approval of the supplier creation shall be done by Operation/Procurement Manager, or CMT member (in absence of Head of Operation/Procurement). An email containing the approval for the procurement award, based on the Country Authority Matrix (CAM), is also valid for the creation of suppliers