



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat  
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES -  
Secrétariat

### **Request for Expression of Interest (EOI)**

#### **Subject: Operationalization of a Loan Scheme to Support the Development of CDM Project Activities**

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) intends to contract an experienced public or private institution to administer a loan scheme over a five (5) year period to countries with fewer than 10 registered clean development mechanism (CDM) project activities.

Vendors interested in being short-listed for the UNFCCC solicitation documents are requested to submit a written **Expression of Interest** to the below-referenced contact or fax number no later than the date below.

Date of this EOI: **15 December 2010**

Closing Date for Receipt of EOI: **15<sup>th</sup> February 2011 (extended from 21<sup>st</sup> January 2011)**

Address EOI by fax for the Attention of: **Chief, Procurement and General Services Unit**

E-Mail Address: **secretariat@unfccc.int**

Fax Number: **+49 228 815 1694**

#### **Description of Requirement:**

The United Nations Framework Convention on Climate Change (UNFCCC) secretariat located in Bonn, Germany, is servicing the intergovernmental process to address climate change. It supports the implementation of the Convention and its Kyoto Protocol by a range of activities, including through substantive and organizational support to meetings of Governments.

The secretariat hereby intends to establish a contract with a private or public institution tasked with administering a loan scheme from funds originating from the interest accrued on the principal of the Trust Fund for the Clean Development Mechanism.

The secretariat will select an institution that has:

- (a) Proven experience in establishing and running grant or loan scheme targeted at developing countries or economies in transition for financing of CDM, joint implementation or other emission reduction or removal enhancements project activities;
- (b) Ability to operate effectively for project activities in the regions of Africa, Asia and the Pacific, Eastern Europe, Latin America and the Caribbean;
- (c) A system to ensure the utilization of human resources with the relevant expertise to successfully undertake all the functions to be performed by the implementing agency who administers the loan scheme;
- (d) Sufficient financial strength;

(e) A good performance record;

(f) A cost-effective plan and arrangement of administrative costs for the loan scheme. Detailed specifications will be provided as part of the **Request for Proposal**, which will be issued after the closing date of this request for EOI.

The EOI must include a description of the institution profile and details of relevant experience in the services required. However, such description shall be limited to 1-2 pages length. Please do not include copies of certifications at this stage. EOIs that do not contain the information requested for evaluation by UNFCCC will be rejected.

We kindly request vendors who are interested in responding to this EOI but have not yet submitted a Vendor Registration Form to UNFCCC, to complete the Vendor Registration Form which can be accessed at:

[:http://unfccc.int/secretariat/procurement/award\\_procedure/vendor\\_registration/items/2645.php](http://unfccc.int/secretariat/procurement/award_procedure/vendor_registration/items/2645.php)

This notice is posted for information only and does not constitute an invitation to bid or to submit proposals. The UNFCCC reserves the right to change or cancel these requirements at any time in the EOI and/or solicitation process. The UNFCCC Procurement and General Services Unit considers a firm's qualifications and experience in the particular commodity/service area, and previous performance, when preparing a list of invitees. Thus submitting an EOI does not automatically guarantee a firm will be considered for receipt of the solicitation when issued.