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REQUEST FOR PROPOSALS

for the project

Fast Mitigation Strategies for Short-lived Climate Pollutants

Commission for Environmental Cooperation

2025

I. Overview

The Commission for Environmental Cooperation (CEC) is requesting proposals from prospective consultants to develop recommendations for improving inventories of methane emissions in the North American waste sector, using recent advancements in remote sensing and other measurement technologies.

The Commission for Environmental Cooperation (CEC) was established in 1994 by the governments of Canada, Mexico and the United States through the North American Agreement on Environmental Cooperation, a parallel environmental agreement to NAFTA. As of 2020, the CEC is recognized and maintained by the Environmental Cooperation Agreement parallel to the new Free Trade Agreement of North America. The CEC brings together a wide range of stakeholders, including the general public, Indigenous People, youth, nongovernmental organizations, academia, and the business sector, to seek solutions to protect North America's shared environment while supporting sustainable development for the benefit of present and future generations. Find out more at: www.cec.org.

The CEC's Council, its governing body, approved the project entitled **Fast Mitigation Strategies for Short-lived Climate Pollutants** as part of the Operational Plan for 2024, with the purpose of advancing coordinated North American efforts and accelerating climate action to reduce methane and other short-lived climate pollutants (SLCPs) from the waste sector. For a complete description of the project, including tasks and related budget, please visit the CEC website at: <https://www.cec.org/fast-mitigation-strategies-for-short-lived-climate-pollutants/>.

II. Terms of Reference

A. Overview and Scope

The goal of this project is to develop recommendations for enhanced methane emissions quantification, measurement approaches and inventories for the waste sector in North America, leveraging recent advances in remote sensing and other measurement technologies.

The resulting guidance will promote a coordinated regional approach that will serve as a useful reference for GHG inventory development as well as methane mitigation policies and best practices, such as organic waste diversion, methane capture, and landfill leak detection and repair, among others.

Two specific objectives of this work are:

1. Identify alignment and gaps between bottom-up and top-down inventory estimates for methane emissions in the waste sector in North America.

2. Produce knowledge informed by technical expertise that will improve the quantification of methane emissions in the North American waste sector.

In achieving these objectives and building on the progress already made independently, Canada, Mexico, and the United States aim to learn from one another, improve complementarity, and share efforts in a coordinated fashion to develop more robust methane emissions inventories.

B. Description of Services

This section outlines the activities the Consultant will perform in supporting CEC work. The project encompasses two key activities, each of which will include routine consultations with personnel of the CEC Secretariat, the project's Steering Committee and other experts, as well as presentation of the corresponding results.

Activity 1: Document the state of methane emissions inventories from the waste sector in North America. Using existing documentation (e.g., emission inventory reports, publications, reports and other relevant sources) and consultations and/or interviews with Canadian, Mexican and United States' emissions inventory developers and relevant subject matter experts, the Consultant will identify the current measurement basis and parameters, and the improvement processes that have been implemented in recent years for the quantification of methane in the waste sector of each country's emissions inventory.

The consultant will also identify whether ongoing on-site validations or additional measurements have been or are being conducted in each country, assess their representativeness, how they differ from the nationally reported emissions, and how these measurements could complement or improve the methane inventories.

In parallel, the Consultant will document the use of remote detection technologies to quantify methane emissions in the waste sector, reviewing progress and relevant initiatives developed by other countries' agencies, NGOs, universities, and/or their own work, as well as the progress in inventory reconciliation that uses these technologies.

Based on these findings, the consultant will identify differences, gaps, and potential opportunities for reconciling top-down and bottom-up estimates, assessing both approaches and supporting efforts to improve the accuracy of country-level emissions reporting in each country's inventory.

Drawing on this information, the Consultant will prepare and define the framework for a discussion with subject matter experts to complement and enrich the findings of this activity.

Activity 2: Prepare for and Convene a Workshop with Technical Experts. A workshop will be held with the participation of experts from Canada, Mexico, and the United States, as well as other international agencies, as appropriate, with the goal of facilitating a technical discussion and analyzing opportunities to improve methane emissions quantification by using remote sensing or other measurement technologies, building on ongoing efforts.

The workshop is intended to be extremely discussion-based. To support a productive group dialogue, participation will be limited to 30 to 40 individuals. The Consultant will propose the most suitable format for the workshop, which will be discussed with the CEC and the project's Steering Committee, along with the agenda, participant selection, and invitation process. The costs related to venue rental and logistical support for this event (if required) will be covered by the CEC.

Discussion topics should include, but are not limited to:

- identification of existing capacities and gaps, including barriers to implementation of solutions;
- availability, comparability, gaps, and data exchange between emission estimates derived from various measurement approaches in North America;
- use of multiscale methane monitoring systems (in situ, with drones or unmanned aerial vehicles, aircraft and satellite), and inverse modeling systems for methane emission estimation, in order to reconcile the inventories;
- sharing and standardization of monitoring approaches;
- other ongoing national efforts;
- lessons learned;
- opportunities for trilateral alignment.

Based on the outcomes of Activity 1 and the expert workshop, the Consultant shall provide recommendations and guidelines to support the three countries in:

- improving methane emissions quantification;
- identifying strategies that could be adopted by each country to overcome obstacles, including the use of existing or emerging measurement techniques;
- streamlining and/or optimizing work related to methane emissions inventories;
- identifying ways to sustain the outcomes of this work and maintain trilateral coordination.

As part of Activities 1 and 2, the Consultant will deliver the outputs listed in Section C and will propose a 5 to 10-page research brief on improving methane emissions quantification through trilateral cooperation in North America. This summary will serve as a reference for other regions seeking to enhance their inventories and may be considered for academic publication, subject to approval from the CEC and the project's Steering Committee.

The expected duration of the contract for the delivery of the entire work will be 12 months. In all cases where there are elements between activities 1 and 2 that can be carried out simultaneously, the Consultant is encouraged to include this option in the work plan to be submitted as part of their proposal.

C. Periodic Reporting Requirements

Throughout the project, the consultant will work in close collaboration with the CEC Secretariat, the project's Steering Committee and experts to gather information to support

delivery of the work. The consultant may consult directly with government officials and other experts, as needed. However, the consultant shall report only to, and receive direction only from, the CEC designated Staff.

Project activities will take place according to the timetable presented below (which is approximate and may change). The CEC invites prospective consultants to modify the schedule suggested, based on their evaluation of this proposal.

Task	Deliverable(s)	Approximate Dates
Participate in an initial teleconference with the CEC and project Steering Committee.	Call summary, final work plan with activities and updated specific timeline.	February 2026
Presentation of a proposal for the workshop and complementary consultations to be carried out with experts to discuss opportunities for improving methane emission inventories.	Summary of the proposal, format, agenda, preliminary budget, invitees, and other logistical needs.	April 2026
Preparation of a technical document with the results of Activity 1, on state of the art for methane emissions quantification in the waste sector in North America. Also included will be key factors influencing the generation of these emissions, how remote sensing technologies could help improve inventory accuracy, and the gaps that need to be discussed with experts.	Interim report.	July 2026
Convening the subject matter experts and key actors' workshop.	Workshop report and materials.	September 2026
Preparation of an internal final report that compiles the results of Activities 1 and 2, as well as recommendations for improving methane emission quantification and measurement approaches to enable the adoption of more effective mitigation measures in North America.	Final document.	December 2026
Preparation of a research brief on the potential improvement of methane emissions quantification through trilateral cooperation in North America (for possible publication).	5 to 10-page research brief.	January 2027

Notes:

- Routine check-ins with CEC staff will be held in support of each task.
- For the online consultations/surveys and in-person meetings (if needed), proposals should include a strategy for obtaining participation in the three official languages of the CEC (English, French, and Spanish).
- The CEC will arrange remote conferencing services for virtual events, including simultaneous interpretation and translation of supporting materials (if required).
- If in-person consultations and/or interviews are required involving emission inventory developers from Canada, Mexico, and the United States, the consulting entity must submit a separate budget specifically for the associated costs (e.g., travel expenses, interpretation, meeting room rental, etc.).

The CEC Secretariat will forward draft deliverables to the project's Steering Committee and other experts, for their review and comment. The CEC Secretariat will arrange teleconferences with the consultant, the CEC designated staff, and other experts on an as-needed basis. The goal of these meetings will be to present the products and assess progress on the project.

The consultant will prepare short monthly status reports that summarize the following:

- progress in the previous month.
- current status.
- anticipated progress in upcoming month.
- potential problems, with description of and reasons for any delays; and
- actions that should be taken by the CEC Secretariat to facilitate the project.

These reports are to be sent to the CEC designated staff by the 10th of the following month, by e-mail.

The consultants will work in their own offices.

D. Quality of Deliverables

The consultant will be responsible for providing deliverables of **publishable quality** (i.e., copy-edited prior to submission) in **English** and, when applicable, for the technical review and editing of the materials. Technical review and style correction required to ensure the quality of the materials will be the responsibility of the consultant. He/she will then submit to the CEC Secretariat all written material (including complete drafts and final reports) in Microsoft Word, following the format of the CEC's [Report Template](#), if applicable, or in another format approved by the CEC, and adhering to the precepts of the [Guidelines for CEC Documents and Information Products](#), as supplemented by the CEC's English [Style Guide](#). [Include reference to any other CEC guideline as necessary, e.g., for mapping, databases, photos.] Supporting documents for tables, figures and maps will be submitted with the report in their original file format (e.g., Excel or ArcGIS). Note that all amounts shall be presented in metric units. The CEC Secretariat will be responsible, when applicable, for translation, printing, publication and distribution of products from this activity.

Upon delivery by the consultant of reports or other materials under the project, the CEC will require a 15-business day period to review the document(s), notify the consultant of any potential issues or errors, and return the document(s) to the consultant for appropriate corrections, at no extra cost.

In all cases, contract payments will be withheld if products submitted to the CEC fail to fulfill the quality and formatting requirements specified above. If the consultant neglects to make the required corrections or if, following corrections, a deliverable remains unsatisfactory, the document shall be edited or revised by a third party designated by the Secretariat, the cost of which shall be deducted from the consultant's fees at a pre-agreed rate.

E. Plagiarism

Plagiarism is the act of conveying someone else's original expression or creative ideas as one's own and can be a violation of copyright law. Neither intentional nor unintentional plagiarism is acceptable to the CEC. The consultant must follow good scholarly methodology in preparing reports and deliverables under the contract, including systematic referencing in footnotes or in-sentence references, for any secondary sources, quotations, data, etc., that do not originate with the author. Sources for tables and figures reproduced from other literature must be given in a "Source" attribution immediately below the table or figure. Failure to properly reference the source of such borrowed material constitutes plagiarism and will be considered a breach of contract.

For further information, see [Guidelines for CEC Documents and Information Products](#). In addition, for every written deliverable submitted, the Consultant must use iThenticate software, or an equivalent software approved by the Commission, to validate the written product in question and must forward the plagiarism review results to the CEC at the time of document submission. Contract payments will be retained if products do not fulfil these requirements.

III. Requirements and Proposal Evaluation

A. Mandatory Requirements

To be eligible for further consideration, all consultants must fulfill the following basic requirements.

1. In-country Ability

The consultant, as well as all their personnel and subconsultants, must reside and be authorized to work legally in Canada, Mexico or the United States of America. If travel is required, the consultant must possess valid documentation to travel and comply with sanitary regulations/ restrictions within the three countries.

2. Key Personnel

For the purposes of this RFP, the term "consultant" may refer to either a group or company or a single individual.

If a proposal is submitted by a group of individuals or institutions, a "lead" consultant should be designated to take responsibility for ensuring overall coordination, the coherence of activity outputs, and the integration of information and ideas.

3. Qualifications Required

The consultant must possess:

- Demonstrated experience in developing or improving national or subnational GHG inventories, particularly in the waste sector. This would include an in-depth understanding of bottom-up and top-down approaches to methane emission estimation and reconciliation.
- Experience in conducting methane emission measurements.
- Experience with remote sensing or other measurement technologies for methane quantification will be considered an asset.
- Strong ability to analyze, compare, and interpret technical data and inventory reports from multiple sources.
- Proven record of conducting technical research, data analysis, and synthesis on methane or other short-lived climate pollutants (SLCPs).
- Ability to synthesize complex technical content into clear, actionable recommendations for decision-makers.
- Experience working with international organizations, government agencies, and academic institutions, especially in projects involving North American countries (Canada, Mexico, and the United States), is highly desirable.
- Fluency in written and spoken English is required; proficiency in Spanish is desirable, as project interactions may occur in both languages.
- Excellent report-writing skills.
- Familiarity with the CEC's structure, roles, goals, and objectives would be an asset.

4. Proposal Submission

Prospective consultants should refer to the **Terms of Reference (Section II)** of this document for more detailed information on the project and the services to be provided. ***Prospective consultants are requested not to reiterate the Terms of Reference in their submissions but are invited to suggest modifications to enhance the proposal, if applicable.***

Proposals must be organized as indicated below and include the following information:

1. Knowledge and Understanding of Work

- Provide brief background information relevant to this project that will serve to demonstrate the consultant's experience and subject knowledge. The statement should address desired results; guidelines (parameters within which results are to be accomplished); resources (human, financial, technical, or

organizational support available to help accomplish the results); and other aspects deemed applicable by the consultant. The purpose of this statement is to demonstrate not only the consultant's general and specific familiarity with the subject area, but also to highlight writing skills.

2. Workplan and Methodology

- Provide a detailed, comprehensive work plan and methodology that clearly demonstrates how key activities under Section B (Description of Services) will be undertaken.

3. Organization, Qualifications and Experience of Project Team

- Identify organization of Project Team, including project manager and country team leads for Canada, Mexico and the United States where relevant;
- Provide a summary of qualifications and experience for each team member (including alternates) and any other relevant information (i.e., language proficiencies).

4. Allocation of Time (Hours) and Costs by Task and Team Member

- For each member of the project team, provide a detailed breakdown of assigned tasks, hours worked, and labor costs;
- Identify any other direct and indirect costs, including travel costs if applicable (include estimate for in-person meetings taking place at any of the three countries) and applicable taxes;
- Clearly identify total hours worked under and the total cost (including taxes) of this project.

5. Added Value Within Identified Budget

- Identify any additional tasks or activities not specified within the terms of reference but that will be undertaken by the contractor at no additional cost.

Annex A: Letters of Recommendation and References

- Two letters of recommendation from previous assignments.
- Details and contact information for three or more references.

Annex B: Resumes for Each Team Member

- Resumes for all project team members;

Annex C: Examples of Previous Work

Provide two samples of previous work

Annexes D.1 and D.2: Declaration of Acceptance and Impartiality and Independence for Contract

- A copy of the completed and signed CEC form must be provided. Annex D.1 is used when the consulting entity is an individual and Annex D.2 is used when the consulting entity is an institution or company.

B. Other Information to be provided.

Potential consultants are encouraged to submit any additional information that they believe will assist the CEC Secretariat in the evaluation of their proposal. However, the proposal should not exceed ten (10) pages, exclusive of applicant résumés, samples of previous work or corporate brochures.

C. Type of contract to be used for these services.

The CEC Secretariat intends to use its milestone-based contract for these services. A sample is available upon request.

D. Selection procedure

The consultant deemed best qualified will be selected on the basis of a competitive process, in accordance with sections 2.5-2.7 of the [CEC Consultant Services Procurement Manual](#).

Proposals that the CEC Secretariat determines to be complete will be evaluated by the CEC Secretariat according to the following criteria:

Evaluation Criteria	Maximum Point Rating
Understanding of project requirements	20
Suitability of the proposed approach and work plan	20
Consultant's experience and qualifications and competency of key personnel	40
Consultant's ability to show analytical capabilities and effective writing	10
Adequacy of budget	10
<i>Total</i>	100

E. Estimated level of resources required.

The maximum budget for this activity is C\$150,000 (Canadian dollars), including professional fees and expenses. Any reimbursable expenses detailed in the CEC standard contract should be made available upon request.

For universities and nongovernmental organizations, note that the CEC accepts that overhead be charged for administration and other indirect costs up to 15% of the total value of the contract.

If the proposal was presented by a consultant established in Mexico, the applicable value-added tax will be 0%, in accordance with Article 29, section IV, paragraph a) of Mexico's VAT Act, as these are technical services that were engaged from abroad.

If a currency other than Canadian dollars is used in the proposal, the consultant should indicate the total cost in Canadian dollars as well as the currency of choice, for comparison purposes, detailing the exchange rate used.

F. Deadlines for Proposal Submission and Decision

The proposal, including all relevant attachments, must be received by the CEC Secretariat by **17:00 EST on January 16th, 2026**. Proposals submitted after this deadline will not be considered.

Proposals must be submitted via e-mail to ocabrera@cec.org with copy to nrestrepo@cec.org and ehercules@cec.org. The contact person is:

Orlando Cabrera Rivera

Head of Unit, Environmental Quality
Commission for Environmental Cooperation
1001 Robert-Bourassa, Bureau 1620
Montréal (Québec), Canada H3B 4L4
Tel: 514-350-4300; Fax: 514-350-4314

The proposal format must be in Adobe PDF format. Once the proposal has been submitted electronically, the CEC will confirm receipt within three business days.

The CEC Secretariat intends to select the consultant and notify the applicants within a reasonable period following the proposal submission deadline.



Annex D.1 - SCHEDULE D (Individuals)

DECLARATION OF ACCEPTANCE, IMPARTIALITY AND INDEPENDENCE FOR CONTRACT

I, the undersigned,

Last Name: _____ First Name: _____

ACCEPTANCE

☐

hereby declare that I accept to serve as a consultant in the subject contract.

IMPARTIALITY AND INDEPENDENCE

(If you accept to serve as a consultant, please check one of the two following boxes. The choice of which box to check will be determined after you have taken into account, inter alia, whether there exists any past or present relationship, direct or indirect, with any of the Parties to the Environmental Cooperation Agreement (ECA) or their Commission for Environmental Cooperation (CEC) representatives, Secretariat staff, and/or third parties involved in the performance of this contract, whether financial, professional, familial, or of another kind and whether the nature of any such relationship is such that disclosure is called for pursuant to the criteria set out below. Any doubt should be resolved in favor of disclosure.)

☐

I am impartial and independent with respect to the ECA Parties and their CEC representatives, CEC Secretariat staff, and third parties involved in the performance of this contract, and intend to remain so; to the best of my knowledge, there are no facts or circumstances, past or present that need be disclosed because they are likely to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest.

OR

☐

I am impartial and independent with respect to the ECA Parties and their CEC representatives, Secretariat staff, and/or third parties involved in the performance of this contract, and intend to remain so; **however**, I wish to call your attention to the following facts or circumstances which I hereafter disclose because they might be of such a nature as to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest. Where facts or circumstances exist that might give rise to the latter such doubts, I may set out measures I intend to take to mitigate or eliminate any doubts regarding my impartiality and independence, and/or a possible conflict of interest. (Use separate sheet and attach.)

Date: _____

Signature: _____



Annex D.2 - SCHEDULE D (Companies or Institutions)

CONSULTANT'S DECLARATION OF ACCEPTANCE AND IMPARTIALITY AND INDEPENDENCE FOR CONTRACT

I, the undersigned,

Last Name: _____ First Name: _____,

acting as the legal representative of _____

ACCEPTANCE

☐

hereby declare that _____ accepts to serve as a consultant in the subject contract.

IMPARTIALITY AND INDEPENDENCE

(If you accept to serve as a consultant, please check one of the two following boxes. The choice of which box to check will be determined after you have taken into account, inter alia, whether there exists any past or present relationship, direct or indirect, with any of the Parties to the Environmental Cooperation Agreement (ECA) or their Commission for Environmental Cooperation (CEC) representatives, Secretariat staff, and/or third parties involved in the performance of this contract, whether financial, professional, familial, or of another kind and whether the nature of any such relationship is such that disclosure is called for pursuant to the criteria set out below. Any doubt should be resolved in favor of disclosure.)

☐

_____ is impartial and independent with respect to the ECA Parties and their CEC representatives, CEC Secretariat staff, and third parties involved in the performance of this contract, and intend to remain so; to the best of my knowledge, there are no facts or circumstances, past or present that need be disclosed because they are likely to give rise to justifiable doubts as to _____ impartiality or independence, and that may constitute a conflict of interest.

OR

☐

_____ is impartial and independent with respect to the ECA Parties and their CEC representatives, Secretariat staff, and/or third parties involved in the performance of this contract, and intends to remain so; **however**, I wish to call your attention to the following facts or circumstances which I hereafter disclose because they might be of such nature as to give rise to justifiable doubts concerning _____ impartiality or independence, and that may constitute a conflict of interest. Where facts or circumstances exist that might give rise to the latter such doubts, _____ may set out measures it intends to take to mitigate or eliminate any doubts regarding my impartiality and independence, and/or a possible conflict of interest. (Use separate sheet and attach.)

Date: _____

Signature: _____