

---

## Provision of Consultancy Services for Business support services to the Papua New Guinea Greenpreneurs Initiative (PGI)

<b>Title :</b>	Provision of Consultancy Services for Business support services to the Papua New Guinea Greenpreneurs Initiative (PGI)
<b>Reference :</b>	100013489
<b>Process :</b>	RFP

---

**Description :**

Global Green Growth Institute in Papua New Guinea invites all eligible registered companies to submit their proposals for tender title "Provision of Consultancy Services for Business support services to the Papua New Guinea Greenpreneurs Initiative (PGI)".

**ABOUT GGGI:**

The Global Green Growth Institute (GGGI) is a treaty-based international intergovernmental organization headquartered in Seoul, South Korea, dedicated to promoting sustainable development in developing and emerging countries through the concept of "green growth." Green growth integrates economic progress with environmental sustainability, social inclusion, poverty reduction, and climate resilience. GGGI provides technical assistance, policy advice, and capacity-building to its member countries. It supports them in implementing green growth strategies that address their specific developmental needs while fostering a transition to low-carbon, resilient economies.

GGGI's value chain-based delivery model enables a systematic approach to green growth built on locally led climate ambitions for mitigation, resilience, and adaptation that are accelerated through the scaled imperative to increase green investments, strengthened policies and plans, and enhanced institutional capacities in priority sectors to achieve transformational results and ensure strategically focused areas for better interventions and more significant impacts. Through staff embedded in governments of the countries where it operates, GGGI provides support by placing green growth at the center of its economic development model to achieve sustainability and inclusiveness of economic growth.

**PROJECT OBJECTIVES AND BACKGROUND:**

Papua New Guinea (PNG) is among the countries most vulnerable to the impacts of climate change, facing increasing risks to its people, ecosystems, and economy. In response to these challenges, PNG has made significant commitments under the Paris Agreement, including the submission of its Enhanced Nationally Determined Contribution (NDC) and development of its National Adaptation Plan (NAP), outlining ambitious targets to reduce greenhouse gas emissions and enhance climate resilience across sectors.

To support these national climate priorities, the Global Green Growth Institute (GGGI), with funding from the Australian Department of Foreign Affairs and Trade (DFAT), is implementing the Climate Finance Initiative for Resilience and a Sustainable Transition (Climate FIRST). Developed by GGGI, Climate FIRST is a catalytic bilateral initiative under the PNG–Australia Climate Change Action Plan (PACCAP). The program is designed to assist PNG in accessing and coordinating climate finance and strengthening institutional systems to deliver a high-quality pipeline of climate change adaptation and mitigation investments aligned with national plans and priorities. GGGI serves as the delivery partner for the initiative and implements it in close collaboration with the Climate Change and Development Authority (CCDA).

Climate FIRST forms part of the broader strategic partnership between the Government of Papua New Guinea and the Government of Australia to enhance climate resilience, support inclusive low-emission development, and improve climate finance governance. The program aligns closely with PNG's Medium-Term Development Plan, Climate Compatible Development Strategy, and the NDCs. DFAT's support reflects Australia's commitment to fostering effective, transparent, and coordinated climate action across the Pacific.

A key component of Climate FIRST is establishing the PNG National Green Entrepreneurship Initiative, which empowers entrepreneurs to develop innovative, sustainable businesses that contribute to climate resilience, economic growth, and job creation. The PNG Greenpreneurs Initiative (PGI) specifically supports green and inclusive job creation, prioritizing women, youth, and marginalized groups in entrepreneurship.

PGI developed under the Climate First Project, builds upon the successful implementation of the Pacific Green Entrepreneurs Network (PGEN) project, which was implemented by GGGI from 2021 to 2023 across six Pacific countries, including Papua New Guinea. As one of the beneficiary countries, 63 local entrepreneurs from PNG received targeted capacity-building support through PGEN, laying a strong foundation for the PGI to further empower green entrepreneurship and climate-resilient development in the country. During the PGEN initiative, 13 modules were developed for the incubation, and which will be reviewed and refined in this PGI initiative.

PGI consists of three key components:

- National Green Entrepreneurship Ecosystem Development – Strengthening networks, knowledge-sharing platforms, and institutional partnerships at national and provincial levels.
- Greenpreneurs Incubator Program – Supporting early-stage green MSMEs with high growth potential through training, mentoring, networking, and seed funding opportunities.
- Greenpreneurs Accelerator Program – Assisting scalable green enterprises in the growth stage by facilitating access to finance, investor linkages, mentorship, and capacity-building.

Through collaboration with local institutions and stakeholders, PGI aims to build on existing entrepreneurial support, enhance awareness and capacity for green entrepreneurship, and foster a thriving, sustainable business ecosystem in Papua New Guinea. To support the effective implementation of the PNG Greenpreneurs Project, GGGI is seeking a local implementing partner to deliver the Incubator training program for Cohort 1 in seven provinces.

#### PROPOSED ACTIVITIES & SCOPE OF WORK:

Proposed Activities for the Overall Project:

GGGI is seeking a qualified consulting firm or service provider (Business Support Organization) to provide in-country localized support in Papua New Guinea to the existing GGGI team in the delivery of tasks under the PGI.

The main scope of this assignment is to provide local technical, communications, coordination, and institutional support to do the curriculum revision, program delivery to facilitate the PNG Greenpreneurs incubator program, mobilize and match mentors with participants, subject-matter experts, organize and host workshops and events, liaise with local facilitators and stakeholders and provide feedback to support green entrepreneurship in Papua New Guinea in seven provinces which are Eastern Highlands, Enga, Manus, Milne Bay, Morobe, New Ireland, Simbu.

The Service Provider will work closely with GGGI under the leadership and guidance of the GGGI Green Entrepreneurship Office and Private Sector Advisor to ensure that the output delivered is in line with project KPIs.

Scope of Work:

The Service Provider will be responsible for the delivery of the following specific technical and communications activities that form crucial bases for successful execution of the PGI at a national and provincial level. The consulting firm / service provider is expected to ensure adequate personnel are in place to effectively deliver the incubator program across seven provinces. Specific tasks for this assignment shall include the following:

#### Phase 1: Planning & Mobilization

- Capture Lessons Learned from PGEN Alumni

- Develop a questionnaire to gather alumni experiences, challenges, business progress, and recommendations.
- Conduct outreach via phone, email, or virtual platforms, ensuring diverse participation across gender, sectors, and provinces.

- Record participation data and analyze feedback to identify trends and insights.

- Prepare a summary report with key lessons, practical recommendations, and highlight alumni success stories or potential mentors.

- Communications & Outreach Preparation

- Prepare business profiles for all participants.
- Draft success story highlights for seed grant recipients.

- Curriculum Review

- Review and revise the 13-module Incubator training materials to align with PNG's context which were developed during PGEN initiative.

- Develop supporting materials such as presentation slides, quick reference guides, recorded demonstrations (if feasible), and user manuals.

- Training of Trainers (ToT) Preparation

- Develop ToT materials and deliver structured training sessions to provincial facilitators in seven provinces.

- Recruitment of Participants and Mentors

- Screen and select 20–25 participants per province, ensuring at least 50% are women or youth, with priority for persons with disabilities and rural communities.

- Recruit mentors and match them with participants.

- Workplan and Inception Report

- Prepare a detailed workplan outlining timelines, methodology, milestones, and workshop planning.
- Document the inception meeting and submit the report to GGGI.

#### Phase 2: Program Implementation

- Orientation & Kick-off Workshops

- Facilitate 3-day face-to-face orientation and kick-off workshops in each province.

- Include mentor-mentee networking sessions during the workshops.

- Incubator Training Delivery

- Respond to all program queries.

- Deliver ToT sessions to provincial facilitators.

- Provide local facilitators in each province to support group and individual coaching, mark online exercises, and assist participants.

- Mentorship Program

- Match participants with mentors and deliver structured mentor orientation.

- Monitor mentor engagement and compensate mentors for five hours per participant, with reimbursement based on

verified logs and invoices.

- Subject Matter Expert Sessions

- Facilitate at least two sessions per province on topics such as business registration, legal compliance, banking, and insurance.

- Weekly Webinars & Coaching

- Conduct weekly national webinars with guest speakers.

- Enable provincial participants to join from designated training rooms.

- Host weekly group coaching/discussion sessions to reinforce learning and peer feedback.

- Provide weekly feedback on online exercises via Moodle Cloud.

- Offer monthly one-on-one coaching support to each enterprise.

- Networking Events

- Host a minimum of two provincial networking events.

- Business Plan Competition

- Conduct eligibility checks for graduation and business plan competition.

- Assist participants in preparing finance-ready business plans.

- Coordinate judging and selection of winners.

- Organize graduation, investor pitch, and showcase events in each province.

- Support winners in submitting documentation for seed grant disbursement.

### Phase 3: Monitoring, Learning & Reporting

- Progress Reporting

- Provide bi-weekly updates and four monthly progress reports detailing program delivery, mentorship coordination, coaching, webinars, and participant progress.

- Include photos, attendance sheets, and links to documentation.

- Monitoring & Evaluation

- Track attendance at webinars and workshops, completion of exercises via Moodle, and mentoring sessions.

- Conduct mid-point and end-of-program satisfaction surveys.

- Perform eligibility checks for graduation and business plan competition participation.

- Final Project Report and Review

- Prepare a comprehensive final report summarizing activities, outcomes, challenges, and lessons learned.

- Present the report in PowerPoint format to GGGI.

- Organize and facilitate a project review workshop.

- Provide technical input for future funding proposals.

- Maintain ongoing communication with GGGI and promptly report any risks or obstacles.

- Other Incubator Program Management

- Provide bi-weekly project progress updates to GGGI.

- Carry out all provincial incubator program management and reporting to GGGI.

- On-going engagement and monitoring of Incubator participants and mentors, including support to PGEN alumni ensuring they are invited to all networking events.

- Organize venues & IT access for group coaching, masterclasses, webinars etc. as needed.

- Identify and bring to the attention of GGGI any obstacles that may impact the successful delivery of the program in the country.

- PGI Learning, Feedback and Coordination
  - Engage in regular (bi-weekly) update meetings.
  - Provide support to organize and facilitate the end of incubator program and project review workshop.
  - Provide technical input on proposals for new funding.
  - Immediately inform the GGGI project team of any risks identified.

For more details, please refer to the Terms of Reference (TOR) document attached.

#### IMPORTANT TIMELINES:

The tender submission deadline is SEPTEMBER 2, 2025 16:00 HRS KOREAN STANDARD TIME (KST).

If any bidder has any request for clarification on the TOR or any part of the tender documents, GGGI will be happy to clarify if they are received on or before 7 days before the deadline (namely: if the tender submission deadline is 16:00 September 2, 2025 KST, then the due date for submission of request for clarification is 16:00 Aug 26, 2025 KST).

Interested parties will be required to register their details on the GGGI e-Green Procurement Portal (<https://intendhost.co.uk/gggi>).

#### HOW TO OBTAIN THE DOCUMENTS:

Documents can be accessed via the e-Green Procurement Portal by selecting 'View Details' on the relevant notice and then clicking the 'Tender Application' button. If you are a new supplier, you will be required to register your details. If you have an existing account, you will need to login to the portal. Please refer to the guidance documents under the 'Supplier Guidance' area of the portal for further information.

#### ONLINE TENDER MANAGEMENT:

Once in the Tender Management Area for the tender, there are five possible tabs: 'Tender', 'Tender Documents', 'Correspondence', 'Clarifications' and 'History'. Select the 2nd tab ('Tender Documents') where you will find useful information regarding the RFP. Scroll down to the heading 'Tender Documents Received' where you will be able to view / download the documents.

#### OPTING IN & OPTING OUT:

Please note that you may be required to 'Opt In' before you can start populating your response. The 'Opt Out' functionality will also be available throughout the duration of the tender process. Opting out will give you the option of declaring you no longer want to receive any further communication in relation to this tender along with the opportunity of providing comments and feedback for this decision. You can choose to 'Opt In' at any time during the tender process if you initially decided to 'Opt Out'.

#### SUBMITTING YOUR RESPONSE VIA THE PORTAL:

Please note that you may be required to 'Opt In' to be able to submit a response through the portal. Tenderers will be

required to upload any mandatory Placeholders (i.e., specified documents) within the `Tender Documents` tab. The ability to attach additional documents may also be available. Your proposal will not be submitted until you click `Submit Return`, located towards the bottom of the screen. On clicking `Submit Return`, you will receive a receipt confirming that your proposal has been submitted to GGGI.

Please read Instructions on How to submit the Proposal.

**NOTIFICATION EMAILS:**

To ensure you receive email alerts and notifications from our system, please add the email domain `@intendorganiser.co.uk` to your Safe Senders list.

<b>Procurement Method : :</b>	Quality and Cost Cumulative
<b>Quality / Cumulative (% Split) :</b>	80 : 20
<b>Number of bids received : :</b>	04
<b>Number of rejected bids : :</b>	00
<b>No. of Bids passed Technical Evaluation : :</b>	02
<b>No. of Bids that did not pass Technical Evaluation : :</b>	02
<b>Name and Address of successful bidder/supplier : :</b>	WYSIWYG Enterprises Limited T/A Digikesen Training & Consultancy, a Foreign/Private Enterprise organized under the laws of Papua New Guinea, with its principal office at Sub 49, Edai Town, Papa Lealea Road, Port Moresby 121, Papua New Guinea.
<b>Evaluated bid price of successful bid :</b>	US\$ 125,180 as Negotiated

Bid Evaluation Summary