



ACI Asia-Pacific & Middle East

Airport Carbon Accreditation (ACA) Incentive Programme

REQUEST FOR PROPOSAL (RFP)

APPOINTMENT OF A MASTER CONSULTANT FOR THE ACA INCENTIVE PROGRAMME

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1. Introduction

1.1 Document Purpose

- The primary purpose of this Request for Proposal (RFP) is to issue a formal call for consultants to act as the “Master Consultant” for the ACI Asia-Pacific & Middle East (APAC & MID) ACA Incentive Programme. This document provides the background details, context, core requirement and necessary information to guide participants through an Airports Council International (“ACI”) Asia-Pacific & Middle East (APAC & MID) project to accelerate decarbonisation by supporting **selected member airports according to the criteria explained below** within APAC and MID Region (**one airport per country**) airports likely to be from the following countries Papua New Guinea, Jordan, Mongolia, Kiribati, Vietnam ,Thailand , Indonesia ,Bhutan, Tonga in achieving Level 1 accreditation and prepare them to subsequently pursue to Level 2 under the ***Airport Carbon Accreditation*** (ACA) programme.
- These airports were selected based on rigorous criteria that ensure maximum programme impact: (1) ACI APAC & MID membership in good standing, reinforcing member value; (2) no prior/current ACA accreditation, targeting foundational carbon management support; (3) under 1 million annual passengers in 2024, maximizing impact for smaller airports most needing technical/financial assistance; (4) located in emerging/developing economies as per World Bank income classification, (5) the largest eligible airport per country to create national benchmarks across geographic diversity during the 3-year programme; and (6) international airports prioritized to align with ACA's global scope and standards.
- Proposers (hereinafter referred to as the “Master Consultant,” or “Consultant,” or “Proposer,” as applicable) shall provide a clear, concise explanation of their capability to satisfy the requirements of this Request for Proposal (“RFP”) to act as the **Master Consultant** for the selected participating airports. Each proposal shall be submitted in the requested format and shall provide all pertinent information, including but not limited to, the contractor’s capability, experience, financial resources, cost and business model management structure and key personnel. Other information as specified in this RFP should also be included.

1.2 Background

About ACI Asia-Pacific & Middle East

- ACI Asia-Pacific & Middle East is one of the five regional offices of ACI, the association of the world’s airports. Established in 1991, ACI represents airports’ interests with Governments and international organizations such as ICAO, develops standards, policies, and recommended practices for airports, and provides information and training opportunities to raise standards around the world.
- ACI Asia-Pacific & Middle East was registered in 2004 as a branch office of ACI in Hong Kong. As of the date of this RFP, it has 130 members operating more than 600 airports in 43 countries/territories and is governed by a regional board made up of senior airport executives from airports throughout the APAC & MID.

1.3 Context of RFP

- Airport Carbon Accreditation is the only institutionally endorsed, global carbon management certification programme for airports. It independently assesses and recognises the efforts of airports to manage and reduce their carbon emissions through 6 levels of certification: Level 1', Level 2', Level 3', 'Level 4', 'Level 4+' and 'Level 5'.
- Airport Carbon Accreditation is also the only global airport-specific carbon standard which relies on internationally recognised methodologies. It provides airports with a common framework for active carbon management with measurable goalposts. The programme is site-specific, allowing flexibility to take account of national or local legal requirements, whilst ensuring that the methodology used is always robust.
- Airport Carbon Accreditation strives to enable the airport industry to effectively reduce its carbon footprint, to benefit from increased efficiency through lowered energy consumption, shared expertise and knowledge exchange, as well as better communication of the results. The considerable number of airports certified at each level of the programme indicates clearly that regardless of size or geography, these airports are leading the way, actively lowering aviation's carbon footprint on the ground.
- Airports have long since recognised the need to address these impacts and worked towards more sustainable operations through a host of improvements and innovations. Following years of working individually to address their local environmental impact, airports are now acting in a collective way. Airport Carbon Accreditation is empowering their efforts to make further strides in managing and reducing their carbon footprint to achieve alignment with global climate targets.
- While many major hubs in the region have achieved ACA accreditations, smaller airports in emerging economies often face technical and financial barriers to entry. To address this, ACI APAC & MID has secured funding to sponsor the initial accreditation journey for a group of eligible airports each Year (one from each developing/emerging country). As the final group of airports remain subject to confirmation based on eligibility, the consultancy support and funding will be allocated utilizing a per-airport service model to ensure flexibility and scalability. To execute this initiative, this RFP is issued to identify and appoint a Master Consultant who will provide the critical technical expertise needed to guide these selected airports through their accreditation journey.

2. Submission of Proposals

2.1 Request For Proposal process timeline

2.1.1 RFP Process Timeline

- ACI APAC & MID invites interested parties/ consultants to submit a proposal for the ***ACA Incentive Programme Master Consultancy*** based on following schedule and the information contained in this RFP.

Latest Date	Activity	Remarks
07 Aug 2026	Request for Proposal issued	-

14 Aug 2026	Deadline for questions	Written clarifications
18 Aug 2026	Responses to questions	Posted on website
27 Aug 2026	Proposals due	Electronic version
03 Sep 2026	Presentation / Interview	If required*
08 Sep 2026	Evaluation of the proposals	-
30 Sep 2026	Notice of intent to award	-
12 Oct 2026	Projected award date	-

- The timetable for the procurement process presented above is indicative and, while ACI APAC & MID does not intend to depart from the timetable, it reserves the right to do so at any time.
- * ACI APAC & MID may, at its sole discretion, invite shortlisted bidders/proposers to a virtual presentation; all bidders/proposers will be notified of this decision.
- Proposals should be submitted electronically to ACI APAC & MID at the email addresses below with subject "Proposal for ACI APAC & MID ACA Incentive Programme – [Firm Name]" by **27 August 2026, 17:00 Hong Kong time (GMT+8)**:
 - Mr. Ken LAU, Head, Sustainability, ACI Asia-Pacific & Middle East
 - Mr. Mohan Sai Gurugubelli, Manager Sustainability & Environment, ACI Asia-Pacific & Middle East

ken@aci-asiapac.aero; mohan@aci-asiapac.aero
- Evaluation of proposals will be conducted immediately until **08 September 2026**. If additional information or discussions are needed during this period, the consultants will be notified.
- The selection decision for the winning consultant will be made no later than **12 October 2026**.
- Upon notification, contract negotiation with the selected consultant will begin immediately. The contract is expected to be signed between the winning consultant and ACI APAC & MID before **mid of October 2026**.
- Initiation and planning shall begin once the contract is signed.
- Proposer must submit a proposal signed by an authorized representative.
- The selected consultant is required to be or to become an ACI APAC & MID World Business Partners (WBP).
- ACI APAC & MID reserves the right to cancel the RFP at its sole discretion, for any reason and without liability, obligation, or compensation to the Consultant.

2.1.2 Cost of Submitting Proposals

- The cost of investigating, preparing, and submitting a proposal is the sole responsibility of the Proposer and should not be chargeable in any manner to ACI APAC & MID.

- ACI APAC & MID will not reimburse any Proposer for any costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation, participating in an interview, or negotiating a contract with ACI APAC & MID.
- ACI APAC & MID does not charge any fees to bid on a proposal.

2.2 Submission of proposals and clarifications on the RFP

2.2.1 Questions and Answers Phase

Questions should be submitted using the form provided at the following [Link](#). All questions will be answered by ACI APAC & MID and shared in a consolidated file by email with all organizations remaining in the process by **18 August 2026**.

- When multiple questions are similar, they may be batched with a single answer provided.
- For any technical queries or if the link does not function correctly, please contact mohan@aci-asiapac.aero.

2.3 Capabilities of selected consultant

- **Expertise:** Demonstrated proficiency in the Airport Carbon Accreditation standards (e.g. an ACA Verifier), specifically for supporting airports to accreditation, with a proven history of carbon and net zero analysis; understanding of the airport and airline sectors of the aviation industry.
- **Project Management:** Extensive experience in managing large-scale, multi-phase projects, ensuring they are completed on time and within budget. Capacity to effectively plan, coordinate, and manage risks during the project. Proven ability to manage multiple airports simultaneously, particularly smaller airports with limited resources.
- **Training Capability:** Ability to deliver effective capacity building (webinars, tools) to ensure airports can self-sustain the accreditation in future years.
- **Regional Airports Experience:** Understanding the diverse operational contexts within the Asia-Pacific and Middle East regions.

3. Scope of Work

3.1 Objectives

1. **100% Success Rate:** Achieve Level 1 Accreditation for all participating airports by May 2027.
2. **Capacity Building:** Train airport staff during project (Year 1) so they can independently update their carbon footprint and prepare for Level 2 accreditation in subsequent years using their own resources. See Section 3.4 (Future-Proofing Workshop) for the specific training deliverable supporting this objective.
3. **Standardization:** Ensure all airports follow a consistent process, using the same templates and data collection methods to calculate and report carbon footprint data, aligned with ISO 14064 and ACA application manual guidelines.

3.2 Deliverables (Phased Approach, Section 3.3 and 3.4)

The project will be executed in five distinct phases. The appointed Master Consultant shall be responsible for delivering the following services to the selected airports and act as the technical lead for all phases:

Phase 1: Mobilization & Tooling

- Conduct virtual kick-off meetings to onboard the participating airports. All meetings, training, technical support, document reviews, and coordination activities under this Programme shall be delivered remotely/virtually.
- **Capacity Building:** Provide training, guidance, and technical support to airport staff to ensure they can effectively respond to data requests and use the tools, even if internal resources are limited.
- The Consultant shall ensure that airports use a standardized Excel Data Collection File or the ACERT Tool for the calculation of their carbon footprint, customized specifically for small airports (Scope 1 and Scope 2 emissions). The tool must be designed for free and long-term use by airports to support ongoing sustainability reporting and monitoring.
- Review existing data availability at each airport (Gap Analysis).

Phase 2: Data Collection & Calculation

- **Active Data Chasing:** The Consultant is responsible for following up with airports to secure all necessary data required for carbon footprint calculations. Data sources may include and not limited to energy bills, energy meters, and fuel invoices, etc. provided they are authentic and reliable. Where such processes do not already exist, the Consultant shall advise and support airports in establishing appropriate data collection procedures.
- **Carbon Inventory:** Calculate the Carbon Footprint for each airport using the correct local Grid or relevant (GHGP, DEFRA etc.) database Emission Factors.
- **Documentation:** Draft the *Carbon Footprint Report* and the *Carbon Policy Statement* for each airport ensuring the active involvement of airport management in the process.

Phase 3: Quality Control (QC) & Verification Support

- Conduct an internal QC check on all carbon footprints to ensure they are audit-ready.
- The consultant needs to conduct Bi-weekly meeting after kick off with ACI APAC & MID to update on the progress and may use the master tracker developed (**as mentioned in 3.5**).

- The appointment, funding advance, reconciliation, and reimbursement process for Verifier Fees is set out in **Annex B, Section B.4**.
- Provide technical support to the airport during remote verification, including responding to technical queries and supporting the closure of any Non-Conformities (NCs).

Phase 4: Portal Management

- Take full responsibility for uploading all required documents (Footprint, Policy, Verification Statement) to the *ACA Online* portal.
- Execute the final submission process on the portal.

Phase 5: Award & Closure

- The payment and reimbursement process for ACA Application Fees is set out in Annex B, **Section B.5**.
- Follow through for ACA certificates to be issued and distributed.
- The Consultant shall submit a Final Project Report summarizing the carbon data for the group of airports. The submission must include:
 - Comprehensive summary of carbon data findings.
 - Working calculation files and supporting documentation.
 - Materials prepared in a format that allows each airport to use them for future applications, reporting, and reference.

3.3 Financial Process Management

The Consultant shall comply with the financial, payment, invoicing, reimbursement, and supporting-document requirements set out in Annex B — Financial Process Management. Annex B forms an integral part of this RFP and governs the Consultant's fixed professional fee, Verifier Fee advances, ACA Application Fee payments, monthly consolidated invoicing, and reimbursement process. In the event of any inconsistency between Annex B and another financial-process provision in this RFP, Annex B shall prevail.

3.4 Stakeholder Engagement & Training

The Consultant must deliver a robust training programme to ensure sustainability beyond Year 1:

1. **Carbon Mapping 101 & ACA Introduction:** Training on the fundamentals of the ACA Programme, including its structure and requirements, followed by practical sessions on carbon footprint calculation (Scope 1 vs. Scope 2), reading energy meters, and converting fuel consumption into CO₂e.
2. **Future-Proofing Workshop:** that includes a dedicated session on Carbon Management Plans (CMPs) to prepare airports for upgrading to Level 2 accreditation in the future, and shall provide standardized templates (including calculation tools, CMP frameworks, and policy documents) to support airports in developing, implementing, and sustaining their carbon management practices over the long term.
3. **Portal Training:** Coordinate with the Programme Administrator (Environmental Minds) to host a session on using the ACA Online platform.

3.5 General Provisions for the Deliverables

- All services under this RFP shall be **delivered virtually**. The Consultant shall provide all meetings, training, workshops, data reviews, technical support, verification support, stakeholder engagement, project-management activities, and reporting remotely.

- **No** site visits, on-site meetings, in-person workshops, travel, accommodation, per diem, or travel-related expenses are required, anticipated, or reimbursable under this RFP. Any in-person activity may take place only with ACI APAC & MID's prior written approval and shall not result in any additional cost to ACI APAC & MID unless specifically approved in writing.
- All tools must be open-sourced (Excel based) and transferred to the airport for future use.
- The Consultant must maintain a "**Master Tracker**" dashboard accessible to ACI APAC & MID management, updated bi-weekly and this Master Tracker needs to submit to ACI APAC & MID before Kick Off meeting with airports.
- The Consultant must flag non-responsive airports to ACI APAC & MID **within 10 days** for escalation.

3.6 Project Timeline

- **Mobilization: November 2026**
- **Data Collection Complete: January 2027**
- **Draft Footprints Ready: February 2027**
- **Verification Complete: March 2027**
- **Submission to ACA Portal: April 2027**
- **Accreditation Awarded: May 2027**

4. Evaluation of Proposals and Bidders/Proposers

4.1 Proposal evaluation criteria

Proposals will be evaluated based on the "Best Value" principle:

- **Technical Capability (35%):** Expertise in ACA programme, carbon accounting, number of ACA Level 1 or above airport engagements completed in the previous five years.
- **Operational Methodology (35%):** Robustness of the plan to manage all participating airports simultaneously. *Specifically: How will you handle data gaps and unresponsive airports?*
- **Financial Competitiveness (30%):** Cost-effectiveness of the proposed Lump Sum Fee per airport.

4.2 Information to be detailed in the proposal

Proposers shall prepare and submit their proposals using **Annex A — Proposal Submission Template**. Proposals must address every section of the template and include the required CVs, relevant supporting documents, client references, financial proposal, compliance declarations, and authorized signature.

5. Additional Provisions

5.1 Data

The Consultant will treat all airport operational data (energy bills, traffic data) as strictly confidential and shall not disclose it to third parties other than the ACI Project Team and the appointed Verifier.

5.2 Pricing, Payment and Financial Management

The Proposer shall quote one fixed, all-inclusive professional fee per participating airport in United States Dollars (USD), in accordance with **Annex A, Section 5**. Verifier Fees and ACA Application Fees shall not be included in the Financial Proposal; they will be managed as programme-funded pass-through costs in accordance with **Annex B**.

The fixed professional fee includes all services, administration, overheads, communication costs, bank charges, and virtual-delivery costs required under this RFP. No travel, accommodation, site-visit, per diem, or other in-person delivery cost may be included unless expressly pre-approved by ACI APAC & MID in writing.

5.3 Intellectual Property Rights

The legal and beneficial ownership of all intellectual property prepared or developed by the Consultant under this agreement (specifically the Data Collection Tools and Training Materials) shall vest exclusively in ACI APAC & MID for future use by its members.

ANNEX A

Proposal Submission Template

Instructions to Bidders/ Proposers

Bidders/Proposers should complete this template in full and submit it as part of their proposal, following the section order below. This structure mirrors the evaluation criteria in Section 4.1 and the information requirements in Section 4.2 of the RFP, so completing every section in order will make it straightforward for evaluators to score your submission.

- Proposals should not exceed: 20 pages, including CVs and supporting annexes.
- Submit as a single PDF (with CVs and supporting documents as appendices).
- **Email to:** ken@aci-asiapac.aero and mohan@aci-asiapac.aero
- **Subject line:** "Proposal for ACI APAC & MID ACA Incentive Programme – [Firm Name]"
- **Deadline:** **27 August 2026, 17:00 Hong Kong time (GMT+8)**
- Proposals must be signed by an authorized representative of the bidding firm (see Section 7).

Section 0 — Cover Page & Submission Details

Firm Name: _____

Registered Address: _____

Primary Contact Name & Title: _____

Email: _____

Phone: _____

Date of Submission: _____

Countries of Operation: _____

Current ACI APAC & MID World Business Partner (WBP) Status (Yes / No):

Section 1 — General Approach & Operational Methodology

1.1 Methodology for Data Collection and Programme Management

Describe your end-to-end approach across all five RFP phases (Mobilization, Data Collection, QC & Verification Support, Portal Management, Award & Closure).

1.2 Managing Multiple Airports Simultaneously

Describe how your team will run all participating airports in parallel without delivery slippage.

1.3 Risk Plan: Data Gaps and Unresponsive Airports

This question is explicitly asked in the RFP evaluation criteria. Describe your data-request cadence, escalation triggers, and contingency approach for airports that fall behind or cannot supply reliable data.

1.4 Escalation Protocol

Describe how your escalation approach aligns with the RFP's requirement to flag non-responsive airports to ACI APAC & MID within 10 days.

Section 2 — Team Structure

(Evaluated under "Technical Capability" — 35% of total score)

2.1 Organogram

[Insert organogram showing Project Lead, Technical Analysts, and reporting lines]

2.2 Key Personnel

Name	Role	ACA Verifier Credentialed? (Y/N)	Years' Experience	% Time Allocated

2.3 CVs of the Project Lead and Technical Analysts — attach as Appendix 1.

Section 3 — Company Experience

(Evaluated under "Technical Capability" — 35% of total score.)

3.1 Firm Overview

Summarize your firm's experience in ACA and carbon accounting engagements, and how many years you have operated in this space.

3.2 Similar ACA Projects Completed in the Previous Five Years [This is critical for evaluation for selecting]

Airport / Client	Country	ACA Level Achieved	Year	Your Firm's Role (Consultant or Verifier)

3.3 References — provide a minimum of two client references (if available)

Section 4 — Training Plan

4.1 Carbon Mapping 101 & ACA Introduction

Outline the fundamentals module: ACA programme structure and requirements, Scope 1 vs. Scope 2 basics, reading energy meters, converting fuel consumption to CO₂e.

4.2 Future-Proofing Workshop

Outline your approach to the Carbon Management Plan (CMP) session and the standardized templates you will provide so airports can independently pursue Level 2 in future years.

4.3 Self-Sufficiency Confirmation

Confirm how your training approach ensures airport staff can, using their own resources, maintain and renew their carbon footprint and prepare for Level 2 upgrade in subsequent years without further Consultant support.

4.4 Portal Training

Describe your proposed coordination with the ACA Programme Administrator (Environmental Minds) to deliver ACA Online platform training.

Section 5 — Financial Proposal

(Evaluated under “Financial Competitiveness” — 30% of total score.)

Fixed, all-inclusive professional fee per participating airport (USD):

Is this fee inclusive or exclusive of applicable taxes? (If exclusive, list which taxes are excluded):

5.1 Fee Milestone Breakdown

Professional-Fee Milestone	Payment Share per Airport
Virtual mobilization, completed: kick-off meeting (With Airports), data-request plan, data-gap assessment	20%
Draft Level 1 Applications of all Airports: carbon-footprint calculation, report, policy/document package, application ready for verification, verifier appointed etc.	50%
Verification support, ACA portal submission, final handover, and virtual training completed	30%

5.2 Cost Component Instructions

The table below governs what to be included in your Financial Proposal. Full process details are provided in Annex B.

Cost Component	Bidder/Proposer Instruction
Fixed professional fee per participating airport	Quote one fixed, all-inclusive amount in USD.
Verifier Fee	Do not quote. Reimbursed separately as an actual, approved pass-through cost (see Annex B).
ACA Application Fee	Do not quote. Reimbursed separately as an actual, approved pass-through cost (see Annex B).
Financial-process administration	Included in the fixed professional fee.
Travel, site visits, accommodation, per diem	Not Applicable being a virtual/remotely managed project.

5.3 Verifier Fee Cap

In addition to the professional fee, **Verifier Fees** are programme funded pass through costs and are subject to a maximum **reimbursable cap per airport**. The applicable Verifier Fee cap will be communicated in writing to the successful Consultant following contract award and shall be applied to all participating airports unless otherwise approved in writing by ACI APAC & MID.

Section 6 — Compliance Declarations

Please confirm (Yes/No) the following:

- All services will be delivered virtually, with no site visits or in-person activity unless pre-approved in writing by ACI APAC & MID.
- No travel, accommodation, or per diem cost is included in this proposal.
- We confirm our willingness to become an ACI APAC & MID World Business Partner (WBP) if not already one.
- We accept that legal and beneficial ownership of all data collection tools and training materials developed under this engagement will vest exclusively in ACI APAC & MID (RFP Section 5.3).
- We agree to treat all airport operational data as strictly confidential in accordance with RFP Section 5.1.
- We confirm no mark-up, or other surcharge will be applied to Verifier Fees or ACA Application Fees.

Section 7 — Authorized Signature

Name: _____

Title: _____

Signature: _____

Date: _____

Company Stamp / Seal: _____

ANNEX B

Financial Process Management

B.1 Purpose and Scope

This Annex consolidates all financial administration requirements “referenced elsewhere in the RFP, including Scope of Work Phases 3 and 5 and Section 5.2. It governs the Consultant's Fixed Professional Fee, the administration of programme-funded pass-through costs (Verifier Fees and ACA Application Fees), and monthly invoicing and reimbursement. In the event of any inconsistency between this Annex and a cross-reference elsewhere in the RFP, this Annex B shall govern.

B.2 Cost Categories at a Glance

Cost Component	Included in Fixed Fee?	Payment Mechanism
Fixed professional fee	Quoted by bidder/Proposer, USD, per airport	Milestone-based (see B.3)
Verifier Fee	No — pass-through cost	Pay Advance to airport, reconciled (see B.4)
ACA Application Fee	No — pass-through cost	Paid directly by Consultant to ACA Administrator (see B.5)
Financial-process administration	Included in the fixed professional fee.	Milestone-based (see B.3)
Travel, site visit, accommodation, per diem	Not permitted unless pre-approved in writing	N/A

B.3 Fixed Professional Fee

The Consultant's fixed per-airport professional fee shall be quoted as one fixed, all-inclusive amount in USD, and shall include all costs for **technical delivery, programme management, virtual training, reporting, coordination, financial administrative costs, overheads, communication costs**. No mark-up or other surcharge shall be applied to Verifier Fees or ACA Application Fees (see B.8).

The final contract value for the professional fee shall be calculated by **multiplying the agreed fixed per-airport fee by the number of airports** formally engaged by ACI APAC & MID in writing. No minimum number of airports is guaranteed.

Professional-Fee Milestone	Payment Share per Airport
Virtual mobilization, completed: kick-off meeting (With Airports), data-request plan, data-gap assessment	20%
Draft Level 1 Applications of all Airports: carbon-footprint calculation, report, policy/document package, application ready for verification, verifier appointed etc.	50%
Verification support, ACA portal submission, final handover, and virtual training completed	30%

B.4 Verifier Fee Advance and Reconciliation Process

The Airport shall independently select, appoint, and contract its eligible independent Verifier. The **Consultant shall facilitate (by explaining to airports the process of appointing a verifier)** but not select, engage, contract with, or directly pay the Verifier.

Step	Action	Responsible Party
1	Airport independently selects via tendering, appoints, and contracts an eligible independent Verifier	Airport
2	Airport provides the Award of contract with Cost (Verifier Fee) to the Consultant	Airport
3	Consultant checks completeness and submits the request to ACI APAC & MID for approval	Consultant
4	ACI APAC & MID confirms the amount approved for advance payment	ACI APAC & MID
5	Consultant transfers the approved amount to the Airport solely for payment to the appointed Verifier.	Consultant
6	Airport pays the Verifier and submits proof of payment to the Consultant	Airport
7	Consultant includes the supported amount in its next monthly consolidated invoice	Consultant
8	ACI APAC & MID reimburses the Consultant through the monthly payment process	ACI APAC & MID

The Airport shall provide the final Verifier invoice and proof of payment within ten (10) business days of receiving the advance payment. Any unused, excess, cancelled, duplicate, or unsupported amount shall be returned by the Airport to the Consultant within ten (10) business days of identification; the Consultant shall report that amount in its next consolidated invoice and shall not claim reimbursement from ACI APAC & MID for it.

ACI APAC & MID may establish and communicate a maximum reimbursable amount subjected to the budget of programme on Verifier Fee (Which is Capped). The Consultant shall not advance or claim any amount exceeding the approved amount unless ACI APAC & MID has approved it in writing.

B.5 ACA Application Fee Payment Process

The Consultant shall pay the applicable ACA Application Fee directly to the ACA Programme Administrator at the time of each Airport's application submission, and shall include the actual paid amount in its next monthly consolidated invoice to ACI APAC & MID, supported by the applicable invoice, fee notice, and proof of payment.

B.6 Monthly Consolidated Invoice

The Consultant shall submit one consolidated invoice per calendar month, unless ACI APAC & MID approves an exception in writing. Each invoice shall include, where applicable:

Invoice Component	Basis for Claim
Fixed professional-fee milestones	Deliverables completed and accepted during the relevant month.
Verifier Fee advances	Amounts approved by ACI APAC & MID, transferred by the Consultant to the Airport, and supported by evidence that the Airport paid its appointed Verifier.
ACA Application Fees	Actual amounts paid by the Consultant to the ACA Programme Administrator, supported by proof of payment.

The Consultant shall submit the invoice together with an airport-by-airport payment and delivery schedule showing:

- Participating Airport name and country
- Professional-fee milestone amount claimed in relevant month.
- ACI APAC & MID-approved Verifier Fee amount
- Amount advanced by the Consultant to the Airport
- Date and evidence of the Airport's payment to the Verifier
- ACA Application Fee paid, if applicable
- Total amount claimed
- Any unused, returned, pending, or unreconciled balance

ACI APAC & MID shall reimburse valid and complete consolidated invoices within 30 business days of receipt. No reimbursement shall be due until ACI APAC & MID receives a valid and complete invoice with all required evidence.

B.7 Supporting Documents Checklist

For each Verifier Fee claim, the Consultant shall provide:

- The Airport's selected Verifier quotation and/or invoice
- Evidence that the Airport independently appointed or engaged the Verifier
- ACI APAC & MID's written approval of the amount (Verifier Fee)
- Proof that the Consultant transferred the approved advance to the Airport
- The final Verifier invoice or receipt
- Proof that the Airport paid the Verifier
- Confirmation of any unused or returned balance, where applicable

For each ACA Application Fee claim, the Consultant shall provide:

- The invoice, fee notice, or payment request issued by the ACA Programme Administrator
- Proof that the Consultant paid the ACA Programme Administrator
- The Airport name and country to which the fee relates

B.8 Prohibited Charges

No mark-up, handling fee, or other surcharge shall be applied to Verifier Fees or ACA Application Fees under any circumstance.

Disclaimer: This RFP does not constitute an offer or commitment to award a contract, nor does it create any binding obligation on ACI Asia-Pacific & Middle East. ACI Asia-Pacific & Middle East reserves the right to amend, suspend, or withdraw this RFP at any time. No part of this RFP may be reproduced, recast, translated, reformatted, or transmitted in any form or by any means without the prior written permission of ACI Asia-Pacific & Middle East.

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