

## **REQUEST FOR PROPOSALS**

**Project Title: Third Party Procurement Officer for Solicitation of CI GEF Agency Evaluators**

**RFP No: CI-GCU-001**

**Date of Issuance:** September 10, 2021

### **1. Project Description**

In November 2013, Conservation International (CI) was accredited as a Global Environment Facility (GEF) Implementing Agency. Since then, the CI-GEF Project Agency ([www.conservation.org/gef](http://www.conservation.org/gef)) has built a portfolio of projects on biodiversity, climate change mitigation, land degradation, international waters, and chemicals and waste focal areas, as well as non-grant instruments. In 2021, the Green Climate Fund (GCF) will also require support for their projects.

This TOR is for a third-party Procurement Officer to manage the process of procuring consultants to perform independent evaluations of CI's GEF Agency projects and as well as additional procurement assignments as needed.

### **2. Scope of Work**

The GEF Agency requires independent mid-term and terminal evaluations of all projects that it funds. CI does not maintain an in-house independent evaluation function but outsources all of the evaluations of GEF Agency projects. To maintain the GEF Agency's independence, CI manages the procurement of companies and individuals that conduct evaluations of GEF Agency projects.

The Procurement Officer will manage the full procurement process for all mid-term and final evaluations required by the CI GEF Agency (see table in Section 3). The procurement process must be managed to the highest standards of conduct and in full compliance with the [GEF Fiduciary Standards](#) and CI GEF Agency policies. The evaluators will be procured from across the globe for a wide variety of projects that can be found here: <https://www.conservation.org/gef/projects>.

### **3. Deliverables/Estimated Outputs**

The primary responsibilities of the Procurement Officer include:

- Support to procurement planning and strategy,
- Requirements definition,
- Drafting and reviewing Request for Proposals (RFPs),
- Ensure RFPs are posted as widely as possible proposing alternative sourcing strategies when appropriate,
- Managing bidder inquiries,
- Managing and conducting selection panels,
- Maintaining all documentation and correspondence with bidders,
- Compose complete and detailed procurement memos
- Negotiate payment terms
- Update and use the vendor email list when posting a new opportunity
- Work with CI staff to evaluate incoming bids for procurement support

- Ensure a precise document management system is established and maintained for all procurements
- Other assignments as needed

The Procurement Officer will manage the procurement of evaluators for the following projects. Deadlines below refer to acceptance of completed independent evaluations by the CI GEF Agency.

<b>PROJECTS</b>	<b>Mid-term Evaluations Final</b>	<b>Terminal Evaluations Final</b>
CBIT Rwanda		TBD
Strengthening Land Degradation Neutrality		04/01/22
Liberia Natural Capital Accounting	10/01/22	04/01/25
Adaptation SME Accelerator Project (ASAP)		06/01/2022
Staying within Sustainable Limits: Advancing leadership of the private sector and cities (SBT)		10/1/2022
Conservation and Sustainable Use of Biological Diversity in Priority Landscapes of Oaxaca and Chiapas		10/01/2022
A GEF GOLD/Supply Chain Approach to Eliminating Mercury in Guyana's ASGM Sector: Jewelry – Made in Guyana		09/01/2022
Implementing the strategic plan for Ecuador's Mainland Marine and Coastal Protected Areas Network.		2022
Securing the long-term conservation of Timor-Leste's biodiversity and ecosystem services through the establishment of a functioning National Protected Area System and the improvement of natural resource management in priority catchment corridors		TBD

#### 4. **Estimated Contract Timeline**

Up to one year from contract award.

#### 5. **Location of Task/Applicable Trips**

Work will be completed from the consultant's place of business and no travel is required.

#### 6. **Contract Type**

This is a Master Services Agreement (MSA) (also known as a Task Order Contract). CI will assign a Project Work Order (PWO) for each program that needs to procurement support for the Global Environment Facility (GEF) under the MSA. Each PWO will have a maximum amount of billable hours (with actual compensation is based on actual hours worked), and the Procurement Officer will carry out the roles and responsibilities outlined in the Scope of Work and Deliverables/Estimated Outputs.

**7. Required Skills and Experience**

- Sourcing for international, national and local consultants for global assignments including remote locations
- Extensive experience managing procurement planning, strategy, solicitation, selection and negotiation
- Familiarity with procurement policies of major multilateral donors funding international development and nonprofit programs
- Deep understanding of international non-profit operations

**8. Evaluation Criteria**

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	25
Does the bidder's past performance demonstrate recent proven experience doing similar work?	25
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	30
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20
<b>TOTAL</b>	<b>100</b>

**9. Submission Details**

- a. Deadline. Proposals must be received no later than September 30, 2021 on 11:00PM EDT). Late submissions will not be accepted. Proposals must be submitted via email to [ciprocurement@conservation.org](mailto:ciprocurement@conservation.org). All proposals are to be submitted following the guidelines listed in this RFP.
- b. Validity of bid. 120 days from the submission deadline
- c. Amendments. If at any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

**10. Proposal Timeline**

RFP Issued	10 Sept 2021
Complete proposals due to CI	30 Sept 2021
Estimated Contract Start Date	15 Oct 2021

**11. Proposal Documents to Include**

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- c. Technical Proposal.
  - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
  - ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).



**Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility**

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics. CI's Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

**I. With respect to CI's Code of Ethics, we certify:**

- a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

**II. With respect to social and environmental standards, we certify:**

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

**III. With respect to our eligibility and professional conduct, we certify:**

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
- c. We are/were not involved in writing or recommending the scope of work for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.
- e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.

- g.** We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h.** We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i.** We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension".

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_