

Request for Proposals

Title: Roster of Consultants to provide Project Preparation Services to CI

RFP No: 2- GEF Roster

Date of Issuance: [February 28th, 2023](#)

1. Background

CI is issuing a Request for Proposal to create a roster of consultants to provide project preparation services to CI including conducting technical studies and formulating project ideas, concepts, and proposals for the Global Environment Facility (GEF). Following the RFP, CI will create a robust roster of consultants and will invite consultants on its roster to respond to targeted calls for quotations for specific project preparation services. The attached RFP contains all the necessary information for interested Bidders.

2. Project Overview

CI GEF portfolio can be found [here](#). The purpose of this RFP is to receive proposals from qualified bidders, to be added to our roster. Once the qualified proposals are reviewed consultants will be added to the roster, which will be valid for two years. During the two years validity period, CI may reach out to selected qualified consultants on the Roster with a TOR and timeline, to request a price quotation and confirm availability from the consultant.

CI is seeking bidders that have experience in developing successful proposals (concepts, Project Identification Forms (PIFs), Child Projects, Program Framework Documents (PFDs), CEO Endorsement packages/GEF Project Documents (ProDoc) to the GEF. Activities may include the following:

- Conducting technical and/or financial studies (e.g., baseline), assessments, and analysis related to the climate or environmental problems, project/program risk assessments
- Conducting any pre-requisite studies, planning and modeling needed to determine project/program objectives
- Developing elements of project design, including a results framework (GEF)/theory of change
- Conducting assessments of the project/program against GEF project criteria
- Conducting studies and stakeholder consultations and developing Action Plans related to gender, environmental and social safeguards, and monitoring and evaluation
- Developing workplans, staffing plans, budgets, procurement plans, in coordination with CI operations and finance staff
- Coordinating with CI country programs or divisions; national, regional, or local governments; project partners; potential subgrantees; private sector entities; and other project stakeholders in the development and revision of the project documents. Such coordination may include securing letters of support from governments, co-financing commitment letters, or other relevant documentation required for submission.
- Preparing the GEF proposal documents, including PIF/Concept Note, and ProDoc and/or GEF endorsement template

- Addressing reviews by CI, governments, the GEF, Scientific and Technical Advisory Panel (STAP), GEF Council Members, and providing technical advice on re-designing or re-structuring projects based on feedback from CI or the GEF,

3. Terms of Reference, Deliverables and Deliverables Schedule (The following are the required information to be submitted:

- Proposals must include a description of the approach and qualifications that consultants have used to prepare successful GEF projects, including, if applicable, your team’s composition for similar assignments. Submissions must include the following:

- Table 1: Experience in Region

Region	Experience (yes/no)	Languages (Spoken/Written)	Details-Project Description (PIF, PFD, ProDoc) and approved dates
Africa			
Asia			
Asia Pacific			
Caribbean			
Eastern Europe			
Latin America			

- Table 2: Subject Matter Expertise

Subject Matter	Experience (yes/no)	Please provide project title or similar assignment, a brief description of the project and Applicant’s role, and if/when it received approval from the donor
Climate Change Mitigation		
Climate Change Adaptation		
Private Sector Climate Finance		
Biodiversity		
International Waters		
Land Degradation and Restoration		
Ecosystem-Based Adaptation		
Chemicals and Waste		

Social and Environmental Safeguards		
Gender Assessment and mainstreaming		

4. Submission Details

- a. Deadline. Proposals must be received no later than [April 22, 2023 12am \(EST\)/ UTC-05:00](#). Late submissions will not be accepted. Proposals must be submitted via email to cigef@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. Clarifications. Questions may be submitted to cigef@conservation.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.
- d. Amendments. 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.

5. Minimum Requirements

- a. Interested Bidders must have at least 3-5 years of experience in conducting similar assignments, extensive professional experience and proven track record in the preparation of GEF projects, and experience working in developing countries, preferably in geographies where [CI works](#). Bidders who have less than 3 years of experience in conducting similar assignments, will not be considered for the Roster.

6. 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).
 - iii. Technical Approach and Methodology. Complete Tables 1 and 2 found in section 3 of this RFP and provide any additional detail on the bidder’s technical approach and how they intend to carry out the requirements found in the Project Overview (Section 2) and the Terms of Reference ([Section 3](#)).

- 7. Evaluation Criteria** In evaluating proposals, CI will seek the best value for money considering the merits of the technical. Proposals will be evaluated using the following criteria and must score a **minimum of 70 points** to be included on the Roster:

Evaluation Criteria	Score (out of 100)
Demonstrated experience with preparing successfully approved GEF project proposals in the last 5 years 1 project= 20 points 2 projects= 23 points 3 projects= 25 points	25
Demonstrated track record in the regions listed in Table 1, Experience in Region 1 region = 10 points 2 regions = 13 points 3 regions =15 points	15
Demonstrated track record in at least 3 subject matters listed in Table 2, Subject Matter Expertise 1 Subject Matter= 15 2 Subject Matters = 17 3 Subject Matters =20	20
Team composition, CVs and Organizational Chart demonstrating at least 3 years' experience in conducting similar assignments	25
Overall description of technical approach to undertake assignments	15
Total	100

*Note that while client references are not included in the evaluation criteria, CI may reach out to them at any point within the two-year period should CI seek additional information on the experience of a consultancy.

8. Proposal Timeline

RFP Issued	28 February 2023
Clarifications submitted to CI	6 March 2023
Clarifications provided to known bidders	10 March 2023
Complete proposals due to CI	April 22, 2023
Final selection	30 May 2023

- 9. Resulting Award.** This RFP does not constitute a contractual arrangement. A response to this Request for Proposal does not guarantee that bidders will be selected to participate in the Roster. [Bidders that meet the minimum evaluation criteria and with an evaluation score of 70 or above will be added to a Roster, and CI may invite them to submit quotes and availability through an expedited process.](#) Any future resulting agreement will be subject to the terms and conditions of CI's Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI. CI will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

- 10. Confidentiality** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI's evaluation results are confidential and applicant scoring will not be shared among bidders.

- 11. Code of Ethics** 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. Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI's Code of Ethics (the "Code") 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 violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

12. Attachments:

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

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RFP No. [XXXXXXX](#)

UEI Number (if applicable): [XXX-XXX-XXX](#)

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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 terms of reference 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”. [\[Include additional sanctions lists of the country of a public donor, if required by the donor.\]](#)

Name: _____

Signature: _____

Title: _____

Date: _____

