

Request for Proposals

**Title: Fostering Cooperation to Improve and Promote the Effective Management of Marine Protected Areas in the Republic of Chile**

**RFP No: 003 – Chile Engagement**

**Date of Issuance: 19 March 2024; Amended on April 2, 2024 and Amended on April 12, 2024 (Part 7: Proposal Timelines)**

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**Background:**

Blue Nature Alliance is a partnership that brings together NGOs, governments, local communities, and the private sector to provide technical expertise and financial support to catalyze large-scale ocean conservation. Our goal is to support 18 million square kilometers of new, expanded, upgraded or improved ocean conservation areas by 2027. We apply a holistic approach that brings together protection, production, governance, and sustainable finance required to effectively conserve any area for the long-term.

The Alliance will mostly achieve its target through engagement at a site to help it advance along its conservation journey in a significant way - from creating new areas to expanding, improving management and or upgrading protections of existing areas. The potential sites are evaluated based on the following six criteria:

- **Significant** – Large areas that combine coastal ecosystems and open ocean that are of vital importance to people and nature;
- **Catalytic** – Ideas and opportunities that will rapidly build momentum for durable protections, inspire innovative approaches, or push conservation to unprecedented new scales.
- **Political Will** – Decision-making authorities of national, sub-national, or indigenous communities have expressed a strong vision for ocean conservation; and these leaders are prepared to take action and partner with others, including the Alliance, to achieve this vision;
- **Local Engagement** – Local champions are ready to work with partners to drive towards impactful ocean conservation outcomes through engagement with their community;
- **Achievable** – The Alliance aims to engage partners working with clear outcomes and a high likelihood of success;
- **Leverage** – The presence of co-investment and match funding, which may include government revenues, private sector donations, public funding, or other philanthropic giving;

A significant focus of the Alliance will be on Large Scale Marine Protected Areas (LSMPAs) as defined by the IUCN to be at least 150,000 square kilometers in size. The Alliance will also make strategic investments in Other Effective Area-based Conservation Measures (OECMs), and other innovative pace-based interventions designed to achieve biodiversity conservation outcomes.

The Alliance agreed to enter into a Memorandum of Understanding (MoU) with the Ministry of the Environment of the Republic of Chile (MMA), including the Undersecretariat of Fisheries and Aquaculture (Subpesca), and the National Fisheries and Aquaculture Service (Sernapesca). The MoU underlines a mutual interest in improving the management of marine protected areas, undertaking coordinated actions to promote the conservation and sustainable use of marine resources in Chile, as a way to mitigate the harmful consequences that threats such as illegal fishing, pollution, and the effects of climate change, among others, are having, worldwide, on the oceans, marine life, and on the natural and cultural resources that sustain the livelihoods of coastal and island communities.

## 1. Project Overview

Blue Nature Alliance wants to support project sites in the Republic of Chile to meet the Alliance's workplan criteria. The Consultant will collaborate closely with the Chilean government and the Blue Nature Alliance to advance Chile's marine conservation journey. We seek support on achieving the common MoU objectives with the MMA to (a) collaborate in the establishment of basic governance elements to ensure the effectiveness of the management of large-scale marine protected areas in Chile, such as the Motu Motiro Hiva Marine Park, the Rapa Nui Coastal Marine Protected Area of Multiple Uses, the Nazca Desventuradas Marine Park, the Mar de Juan Fernández Marine Park, and the Mar de Juan Fernández Coastal Marine Protected Area of Multiple Uses, and the Diego Ramirez Islands – Drake Passage Marine Park; (b) collaborate to strengthen the public policies on the benefits of marine protected areas; and (c) contribute to the financial sustainability of marine protected areas.

## 2. Terms of Reference, Deliverables and Deliverables Schedule

The Blue Nature Alliance Steering Council approved an engagement framework for Chile offshore marine protected areas, which focuses on improving management of existing LSMPAs. Due to the growing demand and number of sites under the Chilean engagement framework, the need of accelerating efforts toward the achievement of the project's outcomes, and the appetite for adding capacity at a national level to reach measures of success, there is a need of having in-country assistance and support on project coordination of the approved engagement framework. **Project support will be required for an initial period of six (6) months with the possibility of an extension.**

Blue Nature Alliance is soliciting the service of qualified individual(s) with deep knowledge of cross-sectoral marine environmental regulations, with a particular focus on political, socio-economic, and ecological issues pertaining to LSMPAs, OECMs, marine conservation, and management in the Republic of Chile to provide assistance in Blue Nature Alliance project coordination.

The individual(s) will demonstrate professionalism, a strong work ethic, teamwork, adaptability, and strong oral and written communication skills. This position is hybrid, with both in-person and remote work responsibilities. The successful candidate will:

- Assist the Coordination Committee, which includes all parties within the MoU, in the coordination of the different existing projects and components of the Chilean engagement framework, including Juan Fernández & Desventuradas Islands, Rapa Nui & Motu Motiro Hiva, Islas Diego Ramirez-Paso Drake, MPAs Public Policy, and ensure success for assigned sites.
- Assist in the coordination and creation of communications materials to disseminate and amplify visibility of project actions through social networks.
- Maintain regular contact with public services, implementing partners, local communities, and relevant stakeholders to ensure effective delivery of the shared goals, and adjust tactics when needed in consultation with partners and Blue Nature Alliance Regional Program Officer for the Americas & the Caribbean.
- Conduct periodic visits to the Ministry of the Environment offices (twice weekly) to coordinate and monitor the implementation progress of the projects.
- Conduct periodic visits as needed to other government offices of Subpesca or Sernapesca at least once every three months to coordinate the Coordination Committee meeting.

- Work with the Ministry of the Environment of Chile and Blue Nature Alliance Regional Program Officer for the Americas & the Caribbean to expedite and improve communication and coordination across project stakeholders to ensure the successful execution of the existing MoU's objectives between Blue Nature Alliance, the Ministry of the Environment, Sernapesca, and Subpesca.
- Report to the Blue Nature Alliance Regional Program Officer for the Americas & the Caribbean and the Chilean Ministry of the Environment MPA Director.
- Provide direct technical support to the Ministry of the Environment as needed to advance the objectives of each project.
- In coordination and as required organize virtual meetings with mid and high-level government officials, non-governmental organizations, local community leaders, implementing partners, and the broader conservation community in Chile to advance the execution of the existing workplans of Rapa Nui & Motu Motiro Hiva, Juan Fernández & Desventuradas Islands and Islas Diego Ramirez-Paso Drake.
- For all meetings, create meeting agendas, meeting minutes, track meeting actions, and follow-up on meeting actions.
- Produce a monthly report on progress toward program goals by the systematic tracking of Coordination Committee progress, and progress of existing projects in Rapa Nui & Motu Motiro Hiva, Juan Fernández & Desventuradas Islands, Islas Diego Ramirez-Paso Drake, and MPA public policy projects.
- Produce a yearly progress report on the accomplishments of the Coordination Committee.

**Methodology:**

The consultant will work closely with the Ministry of the Environment and Blue Nature Alliance Regional Program Officer for the Americas & the Caribbean and communicate frequently to apprise of the progress and any adaptive management necessary to complete the assignment in a timely fashion. The consultant will meet with all parties of the MoU once every three months to provide high-level progress updates including challenges, successes, and needs for all projects. The consultant will provide all parties under the MoU with project management and coordination assistance through monthly updates and/or attendance in monthly meetings at the Ministry of the Environment offices on an as needed basis.

The consultant will produce highly organized agendas, minutes, and actions during all meetings and will follow up on meeting actions and critical issues.

**Deliverables:**

Activity	Deliverable	Acceptance Criteria	Due Date
Recurring virtual or in person meetings with the Blue Nature Alliance Regional Officer for the Americas and the Ministry of the Environment.	Meeting Agenda Meeting Minutes Meeting Actions Follow-Up	Review and approval by the Alliance of the Meeting Minutes	Monthly

<p>Organize a larger group recurring virtual or in person meeting with the Alliance, the Ministry of the Environment, Subspesca, and Sernapesca.</p>	<p>Meeting Agenda Meeting Minutes Meeting Actions Follow-Up</p>	<p>Review and approval by the Alliance, the Ministry of the Environment, Subspesca, and Sernapesca of the Meeting Minutes</p>	<p>Upon request</p>
<p>Organize several recurring virtual or in person meetings with project working groups conducting projects in Juan Fernandez &amp; Nazca Desventuradas, Rapa Nui &amp; Motu Motiro Hiva, Islas Diego Ramirez Paso Drake, and the region at large.</p>	<p>Executive Report (no longer than 5 pages) outlining status and challenges for advancing projects goals.  This report will follow project work plans and provide high-level approved updates on activities, deadlines, responsible parties, and progress.</p>	<p>Review and approval by the Alliance of the Executive Report</p>	<p>Monthly</p>
<p>Produce an annual report for the Coordination Committee on MoU achievements</p>	<p>Annual Report summarizing data from 2023</p>	<p>Review and approval by the Alliance, the Ministry of the Environment, Subspesca, and Sernapesca of the Annual Report</p>	<p>June 2024</p>

**3. Submission Details**

- a. **Deadline.** Proposals must be received no later than **11:59 EST on 29 April 2024**. 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. **Clarifications.** Questions may be submitted to [CIProcurement@conservation.org](mailto:CIProcurement@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.

#### 4. Minimum Requirements

- Master's degree or equivalent experience in marine conservation, environment, and international affairs
- Demonstrated knowledge of or experience working with legal aspects of the marine conservation in the Republic of Chile, including demonstrated ability to analyze legal pathways and identify legal gaps in establishing MPAs and other conservation measures, as well as understanding of relevant stakeholders and the conservation planning process in Chile.
- Demonstrated working relationships with relevant government offices or authorities, local communities associated with large-scale marine protected areas in Chile, and non-governmental organizations.
- Fluent in Spanish and English. All deliverables and reports will be submitted in English while consultation with stakeholders and other key informants will be in Spanish.
- Minimum 5+ years of experience working with large scale marine conservation in Chile (preferred).

#### 5. Proposal Documents to Include

- a. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- b. For Individual Consultant:
  - Submit a resume (max 2 pages long) detailing qualifications, certifications, or licenses relevant to this work.
  - Provide a Proposal Summary detailing past experiences for similar projects or assignments that will justify suitability to perform the tasks stipulated for this work (max 2 pages long).
  - Provide at least three references from previous clients.
- c. Cost Proposal. Provide a budget inclusive of daily rates and estimated time needed to complete the work required in the RFP. The cost proposal must be all-inclusive of profit, fees or taxes. Except for unanticipated travel, additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. All cost information must be expressed in USD.  
If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement, or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

6. **Evaluation Criteria** In evaluating proposals, CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Percentage (out of 100)
Does the bidder show qualifications highly consistent with those outlined in the professional qualification requirements?	30%
Does the bidder's required skills and past performance demonstrate recent proven experience doing similar work?	25%
Does the bidder demonstrate established relationships with Chilean authorities and relevant stakeholders?	25%
Does the bidder have demonstrated fluency in English and Spanish	5%
Costs proposed in the Budget are reasonable and realistic, reflect a solid understanding of the assignment.	15%

**7. Proposal Timeline**

RFP Issued	19 March, 2024
Clarifications submitted to CI	26 March, 2024
Clarifications provided to known bidders	3 April, 2024
Complete proposals due to CI	29 April, 2024
CI Completes interview with selected bidders	7 May, 2024
CI completed reference checks for finalist bidders	13 May 2024
Final selection	16 May, 2024

- 8. Resulting Award** CI anticipates entering into an agreement with the selected bidder by **24 May 2024**. Any 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.

- 9. 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.
- 10. 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](http://www.ci.ethicspoint.com).

**11. Conflict of Interest** CI is committed to ensuring that its transactions, engagement, and relationships are transparent and do not appear to inappropriately benefit its directors, officers, employees, and other interested parties, CI requires that service providers disclose Conflicts of Interest (COI) as part of the application process.

**12. Attachments:**

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

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RFP No 003 Chile Engagement

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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".

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

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

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

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