

## **Request for Proposals**

**Title: Open-source decision support tool for Climate Positive Land Use Strategy (CPLUS)**

**RFP No: FY23/022-MCS**

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

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### **1. Background**

Carbon Positive Land Use Strategy (CPLUS) framework was co-designed and developed with stakeholders in the Kruger to Canyon (K2C) Landscape in South Africa to make land use planning decisions in the implementation of natural climate solutions (NCS). We aim to develop a plugin to open-source Quantum GIS (QGIS) for decision support with Natural Climate Solutions outlined in the [Product Requirements Document for CPLUS](#) and [user stories](#).

### **2. Project Overview**

The project is piloting products and tools in the K2C Landscape in South Africa, but will be built to scale to other geographies. It will create an open data decision support system that will be available as a global public good.

The project will develop the CPLUS framework, outlining the methods and data required to develop NCS Pathways, NCS Implementation Models and Priority Weighting Layers (PWLs), and implement these in an open-source plugin using Quantum GIS (GIS). The toolbox will support downloading, analyzing, and visualizing datasets produced by the project. The toolbox will be made publicly available.

The plugin will:

1. have a clean user-friendly interface for users to interact with, providing clear instructions on the steps needed to produce the spatial analysis.
2. allow users to create custom scenarios and provide information like names and descriptions of the scenario.
3. allow users to select and use prepared spatial layers from QGIS or from their computer to run the analysis tool.
4. allow users to define the spatial extent of the analysis to be run in order to analyze small areas on large layers.
5. produce clear reports of the overall scenario analysis and information, as well as a side-by-side comparative report on different scenarios.
6. Create reports clipped to a predefined spatial extent and have the ability to edit information like using alternative company logos and information.
7. provide basic support like user documentation and have the ability to update once an updated version has been released.
8. run optimally and not be slow or sluggish in the user interface or producing the report.
9. pass the QGIS plugin approval criteria and be accessible and downloadable from the QGIS plugin manager.

The plugin will be accompanied by guidance documents and other training materials. To enable widespread adoption, we will create a project website where users can access the toolbox and the capacity-building materials. These materials also will be placed on the public websites for global access and will be replicated in a regional center.

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

This RFP calls for the development of a plugin in QGIS for decision support using the CPLUS framework to provide the following functionality:

#### Feature 1: Working version of the plugin for pilot area using default datasets

- Scenario tab to allow users to set the area, add NCS Pathway datasets
- Implementation Models tab to allow users to combine different NCS Pathways into Implementation Models.
- Priority Weighting Layer tab to assign weights in a participatory process.
- Reporting generation and layer styling

#### Feature 2: Working version of the plugin for pilot area that allows for customized user layers

- Add own NCS Pathway functionality
- Add own PWL functionality

#### Feature 3: Working area of the plugin for any area that uses default or custom layers

Add functionality to choose area of interest

### Deliverable schedule

Deliverable	Requirements	Due Date
1: Feature 1	<ul style="list-style-type: none"><li>• Feature 1 fully implemented and functional</li></ul>	June 30, 2023
2: Feature 2	<ul style="list-style-type: none"><li>• Feature 2 fully implemented and functional</li></ul>	September 30, 2023
3: Feature 3	<ul style="list-style-type: none"><li>• Feature 3 fully implemented and functional</li></ul>	November 30, 2023
4: Maintenance and ongoing support	<ul style="list-style-type: none"><li>• Maintain and support operation of the plugin</li><li>• Respond to minor bug fixes on an as-needed basis</li></ul>	Dec 31, 2023

### 1. Submission Details

- a. Deadline. Proposals must be received no later than [\(22 March 2023 5.00PM EDT\)](#). Late submissions will not be accepted.  
Proposals must be submitted via email to [ciprocurement@conservation.org](mailto:ciprocurement@conservation.org).
- b. All proposals are to be submitted following the guidelines listed in this RFP.
- c. Validity of bid. 120 days from the submission deadline

- d. 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.
- e. 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.

**2. 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 .
  - iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference
- d. Financial Proposal.  
 Applicants must submit an activity-based budget in the template provided (**See separate attachment to the proposal**) and a brief companion narrative. Budgets should be aligned to the deliverables. Worksheets should show unit costs, total units, and level of effort for each section of the scope of work.  
 Please contact [ciprocurement@conservation.org](mailto:ciprocurement@conservation.org) for budget guidance and technical support related questions.

**3. 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	Score (out of 100)
Coverage of System Requirements	50%
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	10%
Does the bidder’s past performance demonstrate recent proven experience doing similar work?	20%
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%

#### 4. Proposal Timeline

RFP Issued	<a href="#">28 February 2023</a>
Clarifications submitted to CI	<a href="#">06 March 2023</a>
Clarifications provided to known bidders	<a href="#">09 March 2023</a>
Complete proposals due to CI	<a href="#">22 March 2023</a>
Final selection	<a href="#">30 March 2023</a>

5. **Resulting Award** CI anticipates entering into an agreement with the selected bidder by [1 April 2023](#). 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.

6. **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.
7. **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).

#### 8. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility  
Attachment 3: Cost Proposal Template ( See separate Excel Attachment)

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

RFP No. **FY23/022-MCS**

UEI Number (if applicable): **N/A**

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 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: \_\_\_\_\_

**Attachment 3: Cost Proposal Template ( See separate Excel File attached to the RFP )**

