REQUEST FOR PROPOSALS – RFP No. KN0010 /2021

International Consultant to Prepare two (2) national Full Sized Child Project CEO Endorsement Packages in Sierra Leone and Zambia under the GEF-funded GOLD+ Program

Dear Sir or Madam,

Conservation International Foundation (hereinafter referred to as “Conservation International”), is issuing a Request for Proposals (RFP) to prepare two (2) national Full Sized Child Project CEO Endorsement Packages in Sierra Leone and Zambia under the GEF-funded Global Opportunities for Long-term Development of Artisanal and Small-scale Gold Mining (GOLD+) Program as part of the GEF Project Preparation Grant (PPG). Standard rules for development of a GEF FSP apply.

The attached Request for Proposals (RFP) contains all the necessary information for interested Offerors.

Interested Offerors can submit their questions to: procurementaffd@conservation.org

All offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work and in accordance with CI’s Code of Ethics.
REQUEST FOR PROPOSALS

<table>
<thead>
<tr>
<th>Title</th>
<th>International Consultant to Prepare two (2) national Full Sized Child Project CEO Endorsement Packages in Sierra Leone and Zambia under the GEF-funded GOLD+ Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP No:</td>
<td>KN0010</td>
</tr>
<tr>
<td>Date of Issuance</td>
<td>21st October 2021</td>
</tr>
</tbody>
</table>

1. Background

The Global Environment Facility (GEF), Conservation International, UNIDO and governments of Sierra Leone and Zambia, through the Gold + Program seek to reduce the use of mercury in the artisanal and small-scale gold mining (ASGM) in these countries through a holistic, multisectoral integrated formalization approach, and increasing access to finance leading to adoption of sustainable mercury free technologies and access to traceable gold supply chains. The Gold+ Program comprises 3 country projects in Sierra Leone, Mali and Zambia that aim to formalize the ASGM sector in these countries and reduce its harmful effects on the environment and improve livelihoods and the national economies.

Artisanal and small-scale gold mining (ASGM) activities in sub-Saharan Africa have rapidly increased in size in recent years. The high gold price provides many people (and especially young men and single mothers) in rural areas with livelihoods that enable them to feed their families and to pay their children’s school fees. The sector also has had important effects on the local economy, as it creates demand for agricultural products and other goods and services. ASGM activities in this region are however largely informal and unlicensed. Very little attention has been paid to the sector as development efforts have largely focused on gemstones and diamonds and other minerals. Recent discoveries of gold in numerous locations in the country have highlighted the need for a regulated approached into activities of this sector. The current mining practices have an adverse impact on the environment. The ASGM sector is the largest source of anthropogenic mercury releases globally. Approximately 30% of annual ASGM mercury emissions originate from Sub-Saharan Africa. For example, Zambia reports a yearly use in the formal ASGM sector of .286 MT of mercury to recover about .143 MT of gold, representing a 2:1 mercury to gold ratio. In Sierra Leone, the total average estimate of mercury use in the ASGM sector per year was .352 MT. The major environmental impacts of ASGM are land degradation, deforestation, contamination of surface and ground water, siltation of water bodies, water stagnation in abandoned mine pits, pollution from mercury use in gold amalgamation, and dust and noise pollution.

This consultancy will focus on development of two (2) project documents for Sierra Leone and Zambia that are funded through the Conservation International GEF Agency (CIGEF). UNIDO will work with CI separately to recruit a consultant for the development of Mali ProDoc (SEE Separate TOR - for CI work in
the development of the Mali Gold + CEO endorsement package). The duration of the Program is 5 years from the approval date, with an estimated total budget of US $ 7,433,750 GEF Funding and over US $ 50m co-financing.

It is estimated that Sierra Leone hosts up to 80,000 artisanal gold miners who produce an estimated 2.94 tons of gold annually with an estimated export value of US $ 125,000,000. The Environmental Protection Agency in Sierra Leone is working together with other stakeholders to implement strategies of international conventions and national action plans that focus on the improvement of the ASGM sector, to mitigate the negative social, health and environmental impacts and unlock its full potential. The Gold + Project that is aimed to reduce the use of mercury in Sierra Leone’s ASGM sector is one such implementation actions.

Zambia’s ASGM activities are largely informal and unlicensed with an estimated 98% of Zambia’s 30,000 strong ASGM population falling into the informal category. The growth in ASGM gold production in Zambia led the government in the year 2020 to facilitate the purchase of more than 40 tons of gold from primary and secondary sources including ASGM. However, with ASGM activity rapidly emerging in various parts of the country, the Government of the Republic of Zambia (GRZ) chose to suspend current mining certificates with the objective of better organizing the sector. The Zambia Environmental Management Agency (ZEMA) is spearheading the use of environmental friendly practices in the ASGM sector in line with international conventions and national policies; including the Mining Policy of 2013; the Mines and Minerals Development Act No. 11 of 2015 (MMDA); the Mines and Minerals Development (General) Regulations, Statutory Instrument No. 7 of 2016 and the Environmental Management Act No. 12 of 2011, which is the principal legislation in Zambia on environmental management and pollution prevention and control. The Gold + Project is part of this effort to promote environmentally safe practices in ASGM sector.

2. Project Overview

The consultant will design 2 GOLD+ Projects in Sierra Leone and Zambia that are anchored in the GOLD+ Program. The objective of the Program is to reduce the use of mercury in the ASGM sector in the participating countries through a holistic, multisectoral integrated formalization approach, and increasing access to finance leading to adoption of sustainable mercury free technologies and access to traceable gold supply chains. In alignment with the umbrella GOLD+ Program, the 2 child projects will be structured as follows:

**COMPONENT 1: Enhancing formalization in the ASGM sector:** This component will include creating conditions for formalization such as improving institutional arrangements, organization through multi stakeholder and multi sectoral approaches, reviewing policies and legal frameworks and strengthening local capacity for technical support to the ASGM sector. It will also explore regional collaborations with child projects in formalization.

**COMPONENT 2: Enhancing access to finance by financial inclusion and responsible supply chains.** This component will conduct financial needs assessment among miners in the ASGM sector and facilitate their financial literacy and access to financial services, especially through use of mobile applications that is fast and secure. This will strengthen supply chains through investments and prefinancing.
agreements from buyers and the governments. It will help to avoid exploitative deals that disadvantage the miners.

**COMPONENT 3: Enhancing uptake of Hg-free technologies.** In this component, the project will spearhead introduction of mercury free processes, through pilots and then gradually to the ASGM locations covered in the project. It will also conduct practical training and demonstrations on better mining practices.

**COMPONENT 4: Knowledge sharing, communication and local capacity building support.** The work in this component will help to institutionalize and sustain the positive transformation in the ASGM sector brought in by the project. It will include development of awareness strategies on the dangers of mercury use, capacity building of stakeholders in understanding sound management of chemicals and sources of mercury releases and their effects on human health and the environment, knowledge sharing on emerging good practices on formalization, financial inclusion and mercury free transition and support to state agencies to provide technical assistance on formalization and mercury free technologies.

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

3.1. **SCOPE OF WORK**

Drawing on the approved concept and incorporating input from the key stakeholders, the international consultant will work with national consultants to adopt the required CI GEF templates, and lead preparation of 3 GEF CEO Endorsement Packages for the full-sized GEF projects.

The GEF CEO Endorsement Package encompasses the following: (a) Project Document (ProDoc) including a complete Results Framework, Environmental and Social Safeguard plans; (b) Budget (c) Tracking Tool (d) Core Indicators and (e) Co-finance Letters. The selected Consultant will also respond to comments from the GEF Scientific and Technical Advisory Panel (STAP) and GEF Council members. The consultant will also be responsible for preparing the relevant GEF focal area(s) tracking tool(s)/ core indicators.

The consultant shall work with CI Operational and Finance Staff, providing input to activities to develop a comprehensive and accurate budget for project implementation. The consultant will work with the relevant stakeholders to secure co-financing letters.

3.2. **KEY TASKS**

We anticipate that the international consultant will propose a team that comprises of local consultants based in the two (2) project countries (Sierra Leone and Zambia). Generally, the international consultant will lead, manage, and work with the 2 local consultants to undertake the tasks listed below. The overall tasks of the international consultant are:

a) Work with the local consultants to develop, review and consolidate the GEF CEO endorsement package documents prepared by the local consultants.

b) Provide quality assurance throughout the PPG process.

c) Responsible for timely delivery of the PPG deliverables.
d) On a monthly basis, submit an updated consolidated PPG Gantt chart/workplan in the CIGEF template.
The international consultant will not travel to the 2 countries (due to COVID19 travel restrictions). S/He will guide the local consultants to obtain relevant information in accordance with the GEF and CIGEF standards. The international consultant will then compile the information received from the local consultants.

The international consultant will undertake the following specific tasks with support from the 3 local consultants:

1. Undertake a review of relevant literature and documents, including but not limited to national development plans, NBSAPs, NAPs, NAPAs, Mercury Action Plans, current/previous GEF projects, terminal evaluations of relevant GEF projects.

2. Consult with key stakeholders to solicit their input into the development of the ProDoc. These consultations can take place via telephone, electronic conferencing, or in person, and should at minimum, involve the respective Governments, Civil Society Organizations, Conservation International, and other stakeholders.

3. Informed by the literature review and stakeholder consultations, prepare a ProDoc for a full-sized GEF project based upon the approved concepts and project framework. The consultant will also be responsible for preparing the safeguards plans, the CEO endorsement document and all the annexes that are needed for the ProDoc.

4. Revise and finalize the ProDoc and CEO approval/endorsement document and all related annexes to address comments from the CI-GEF Project Agency, Executing Agency(ies) and key stakeholders.

5. Develop ToRs for selected key partners. The ToRs will outline each partner’s role and contribution to the project during implementation phase. This will provide clarity on the role of each partner and start discussions on execution arrangements.

6. Finalize the project’s institutional arrangements.

7. Secure co-financing letters from each country (2).

8. Informed by the literature review and stakeholder consultations, prepare the CEO Endorsement package specifically:
   a) ProDoc including a complete Results Framework, Environmental and Social Safeguards plans;
   b) Budget
   c) Tracking Tool
   d) Core Indicators and
   e) Co-finance Letters.
9. Incorporate comments from the CI-GEF Project Agency, Executing Agency(ies) and key stakeholders and finalize the CEO Endorsement Package and all related annexes

10. Incorporate comments from STAP and the GEF Secretariat and finalize the CEO Endorsement Package and all related annexes

3.3. DELIVERABLES

See Attachment 2 for details on specific deliverables and deliverable timelines

*Note:* The timelines above are indicative and maybe extended to factor delays posed by COVID19

3.4. Period of Performance

It is expected that this Consultancy will take approximately 13 **Months** (Heavy lift for 7 **months** between 1\textsuperscript{st} December 2021 and 17\textsuperscript{th} June 2022). The CEO Endorsement Package will be submitted to the GEF in June 2022. The additional 6 months will be used to address comments from STAP and the GEF Secretariat.

Therefore, the period of performance is from **1\textsuperscript{st} December 2021** to **31\textsuperscript{st} December 2022**. This timeline is indicative and maybe extended to factor delays posed by COVID19.

3.5. Submission Details

a. **Deadline.** Proposals must be received no later than **11\textsuperscript{th} November 2021 at 1700hrs Nairobi Time.** Late submissions will not be accepted. Proposals must be submitted via email to procurementaffd@conservation.org. All proposals are to be submitted following the guidelines listed in this RFP.

b. **Validity:** the proposals will be valid for 90 days after the deadline submission date.

c. **Clarifications.** Questions may be submitted to procurementaffd@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

Conservation International requires an individual or small team of individuals with senior-level qualifications to perform the work described here. Individuals will have at a minimum, 10 years of experience in the field of conservation and sustainable development, including substantial experience of
preparing GEF projects under Climate Change, Chemicals and Waste and Land Degradation focal areas

5. **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. 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 (Section 3 or Attachment 2). Corporate Capabilities, Experience, Past Performance, and 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. Expert table: proposals should include a table with the name, position title, and level of effort (in person-days) of all individuals proposed to work on the project.
   
   iv. Page limits: The technical proposal should be maximum eight (8 pages) including the approach and methodology, workplan, relevant, team composition and budget. Other key supporting documents such as project profiles, Resumes, Expert tables etc. should be attached as annexes (in addition to the 8 pages)

d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3).

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:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Demonstrated experience preparing GEF Project Documents</strong> that received CEO endorsement under chemicals and waste, biodiversity and land degradation focal areas in the last 5 years through client references, CVs and project references (include GEF ID)</td>
<td>25</td>
</tr>
<tr>
<td><strong>Relevant technical expertise</strong> in (a) project design, that addresses hazardous chemicals and waste, biodiversity conservation, land degradation, mining policies and practice; (b) Familiarity with information technology (software and hardware) for conservation; (c) Relevant technical expertise in developing Safeguard Plans</td>
<td>25</td>
</tr>
<tr>
<td><strong>Demonstrated ability to work in the two countries (Sierra Leone and Zambia)</strong> (Composition of the team)</td>
<td>25</td>
</tr>
<tr>
<td>The team’s ability to communicate in English</td>
<td>15</td>
</tr>
</tbody>
</table>
Appropriate budget, demonstrating appropriate allocation of labor days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost effectiveness.

<table>
<thead>
<tr>
<th>Total</th>
<th>100</th>
</tr>
</thead>
</table>

7. **Proposal Timeline**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>21st October 2021</td>
</tr>
<tr>
<td>Clarifications submitted to CI</td>
<td>26th October 2021</td>
</tr>
<tr>
<td>Clarifications provided to known bidders</td>
<td>29th October 2021</td>
</tr>
<tr>
<td>Complete proposals due to CI</td>
<td>11th November 2021</td>
</tr>
<tr>
<td>Final selection</td>
<td>19th November 2021</td>
</tr>
</tbody>
</table>

8. **Resulting Award** CI anticipates entering into an agreement with the selected bidder by **25th November 2021**. 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. **Attachments:**

   Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
   Attachment 2: Terms of Reference
   Attachment 3: Cost Proposal Template
Templates for the endorsement package:

- ProDoc template with instructions
- Endorsement template
- ProDoc style guide
- Safeguard screening template
- CI's Code of Ethics.
Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. KN0010

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.

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: _______________________________________________
**Attachment 2: Terms of Reference**  (includes deliverables table and schedule)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Due Date</th>
<th>Pay %</th>
<th>Acceptable Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparatory phase</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. | A zero-draft outline of the ProDoc (including a results framework) using the outline provided by the CI GEF Project Agency. This draft will indicate gaps that need to be filled and sections requiring elucidation and is intended to be a guide for further preparation of the contents. The zero draft ProDoc MUST have a draft Results Framework and draft safeguards screening form. | Draft outline of the ProDoc including a Draft Results Framework and a Draft safeguards screening form | 5th Jan 2022 | 20% | • Zero-draft outline of the ProDoc. This should draw mainly from the concept and identify gaps that will be filled during the rest of the project development phase. The Zero draft ProDoc must include a complete Results Framework and safeguards screening form.  
• Documents approved by CI |
| **PPG Consultation and data collection** | | | | |
| 2. | Stakeholder consultation (Inception/stakeholder consultation workshop, Meetings, and engagements with representatives from the respective Governments and GEF Country focal points and key partner institutions)  
In view of COVID-19 restrictions, this will most likely happen via remote meetings. However, the best approach to undertake stakeholder consultation will be agreed upon with stakeholders after assessing COVID19 situation | Stakeholder inception/consultation report including list of stakeholders consulted (names and contacts) | 25th Feb 2022 | 40% | Stakeholder inception/consultation report approved by CI |
<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Due Date</th>
<th>Pay %</th>
<th>Acceptable Criteria</th>
</tr>
</thead>
</table>
| 3.       | Project institutional arrangements and Final ToRs outlining each partner’s role and contribution to the project during implementation phase | i). Final project institutional/implementation arrangement presented clearly showing how the project will be implemented and clear understanding of flow of funds  
ii). Final ToRs outlining each partner’s role and contribution to the project during implementation phase | 25<sup>th</sup> Feb 2022 | | • Project institutional arrangements/Implementation arrangement approved by CI  
• ToRs approved by each partner |
| 4.       | A Zero draft Budget submitted to CI (The OPS team will then work with Consultant to finalize) | Zero draft Budget | 25<sup>th</sup> Feb 2022 | | • Zero draft Budget |

**ProDoc Package**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Due Date</th>
<th>Pay %</th>
<th>Acceptable Criteria</th>
</tr>
</thead>
</table>
| 5.       | (i)First draft of the CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, Co-finance Letters) which incorporates comments from Stakeholders  
(ii)Validation Workshop Report  
In view of COVID-19 restrictions, this will most likely happen via remote meetings. However, the best approach to undertake stakeholder consultation will be agreed upon with stakeholders after assessing COVID19 situation | a) First draft of the CEO Endorsement Package (inclusive of comments from Stakeholders)  
b) Validation Workshop report | 30<sup>th</sup> Mar 2022 | 30% | First Draft of the CEO Endorsement Package approved by CI (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, Co-finance Letters). |
<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Due Date</th>
<th>Pay %</th>
<th>Acceptable Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Second draft of the CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, Co-finance Letters) which incorporates comments from CI-Africa Field Division</td>
<td>Second draft of the CEO Endorsement Package (inclusive of comments from CI-Africa Field Division)</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; May 2022</td>
<td>Second Draft of the CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, Co-finance Letters) approved by CI</td>
</tr>
<tr>
<td>7</td>
<td>Final CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, Co-finance Letters) which incorporates comments from the CIGEF Project Agency.</td>
<td>Final CEO Endorsement Package (inclusive of comments from the CIGEF Project Agency)</td>
<td>17&lt;sup&gt;th&lt;/sup&gt; June 2022</td>
<td>Final CEO Endorsement Package (Approved by CIGEF)</td>
</tr>
<tr>
<td>8</td>
<td>Final CEO Endorsement Packages (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO Approval template, Co-finance Letters) which incorporates comments from STAP and GEFSec)</td>
<td>Final CEO Endorsement Package (inclusive of comments from STAP and GEFSec)</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; Dec 2022</td>
<td>10% Final CEO Endorsement Package (Approved by the GEF)</td>
</tr>
</tbody>
</table>
Attachment 3: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. 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. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in US dollars (US $)

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.

Cost Breakdown by Deliverable

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Draft outline of the ProDoc including a Draft Results Framework and a Draft safeguards screening form</td>
<td></td>
</tr>
<tr>
<td>2. Stakeholder inception/consultation report including list of stakeholders consulted (names and contacts)</td>
<td></td>
</tr>
<tr>
<td>3. Final project institutional/implementation arrangement presented clearly showing how the project will be implemented and clear understanding of flow of funds</td>
<td></td>
</tr>
<tr>
<td>4. Final ToRs outlining each partner’s role and contribution to the project during implementation phase</td>
<td></td>
</tr>
<tr>
<td>5. Zero draft budget</td>
<td></td>
</tr>
<tr>
<td>6. First draft of the CEO Endorsement Package (inclusive of comments from Stakeholders)</td>
<td></td>
</tr>
<tr>
<td>7. Validation Workshop report</td>
<td></td>
</tr>
<tr>
<td>8. Second draft of the CEO Endorsement Package (inclusive of comments from CI-Africa Field Division and CI GEF Project Agency)</td>
<td></td>
</tr>
<tr>
<td>9. Final CEO Endorsement Package (inclusive of comments from STAP and GEFSec)</td>
<td></td>
</tr>
</tbody>
</table>

Cost Breakdown by Cost Component (example only)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit of measure (day, month etc)</th>
<th>Total period of engagement</th>
<th>Unit cost/rate</th>
<th>Total Cost for the Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page: 15 of 16
Template Date: July 2021
Owner: Finance, Grants and Contracts Unit
<table>
<thead>
<tr>
<th>Sub-total Personnel</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Costs (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Other related Costs (please specify)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost of Financial Proposal</strong></td>
<td></td>
</tr>
</tbody>
</table>