



## Request for Proposals

**Title: Consultancy to prepare a CEO-Endorsement Package for the GEF Funded project titled: Advancing Human-Wildlife Conflict Management Effectiveness in Kenya Through an Integrated Approach**

**GEF ID: 11148**

**RFP No:KN003**

**Date of Issuance: 20<sup>th</sup> March 2024**

**1. Background** The Wildlife Conservation for Development Integrated Program (WCD IP) is among the 11 integrated programs under the Global Environment Facility's eighth replenishment cycle (GEF-8), henceforth referred to as the GEF-8 Global Wildlife Program (GWP). It builds upon the successes of the Global Wildlife Program from GEF-6 and GEF-7, aiming to address the root causes of wildlife loss through national, transboundary, regional, and global interventions. Building on the impact of the GEF-6 and GEF-7 GWP, the GEF-8 GWP aims to transform systems that are driving wildlife loss. Overall, the GWP brings the total number of countries under both programs to 38. A global coordination project, led by the World Bank and integrated with the GWP knowledge platform, will enhance collaboration, capacity, and partnerships for wildlife conservation for development for the 15 national projects under the GEF-8 GWP, to ensure optimal effectiveness in tackling interlinked threats to wildlife.

The Kenya WCD Child Project, henceforth known as the GEF-8 Kenya GWP Child Project, was among the countries that applied to be part of the program in 2023 and were officially included in the program in the 5th February 2024 Council meeting [here](#). This marked the start of the project preparation phase for the Kenya project. This project will be implemented by Conservation International (CI) and executed by the Kenya Ministry of Tourism and Wildlife (State Department of Wildlife) and other partners who will be confirmed during the Project Preparation Grant (PPG) Phase.

**2. Project Overview** Kenya's megafauna loss is estimated at an average of 68% in the last 40 years. The major causes of species loss in Kenya include human population growth leading to resource use pressures, escalating poverty, limited livelihood opportunities, and inadequate institutional capacity to effectively manage and respond to the resulting human-wildlife conflict and wildlife crime. In Kenya, 65-70% of wildlife populations reside outside protected areas where they co-exist with people and livestock, amplifying Human-Wildlife Conflicts (HWCs). The proliferation of HWCs is a threat to socioeconomic development and food security in Kenya.

This project aims to address these challenges through the following intervention areas;

- a. Adopting an integrated approach to HWC management by supporting integrated wildlife information management.
- b. Provision of built infrastructure, rapid response unit equipment, rehabilitation of wildlife barriers to support early warning of HWC and quick responses to incidences which will



- enhance the safety and security of both wildlife landscape management field teams and biodiversity.
- To minimize resource competition, this project will provide water for wildlife and people in and outside protected areas.
  - Strengthen the governance and leadership capacities among the conservancy boards, committees, and managers, to enhance better land management planning, land use zoning, and improved range management practices as well as fair, transparent equitable sharing of collective benefits and risks among women and youth.
  - The project will support research and knowledge sharing on HWCs mitigation and emerging zoonosis and epidemiological surveillance of wildlife helping reduce risk to humans and livestock.

It is on the above basis that Conservation International (CI) is seeking consultancy services to prepare the CEO-Endorsement Package for the GEF-8 Kenya Global Wildlife Program (GWP) Child Project. **International or National consultancy firms are encouraged to apply** (*International bidders must include a national consultant in the team composition. In addition to any technical tasks, the national consultant will support the international consultant with data collection, coordination of national stakeholders, and consultations*).

**The budget range for this consultancy service is \$50-60K (inclusive of travel costs).**

- 3. Terms of Reference, Deliverables, and Deliverables Schedule** CI is seeking the following deliverables to be completed by **30<sup>th</sup> September 2024**. **The contract end date will however be 30<sup>th</sup> June 2025 to accommodate reviews from CI and the GEF.**

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
<b>Preparatory phase</b>					
0	Prepare the PPG Work plan (Gantt chart) in the CI-GEF Template and submit the updated document to CI-GEF monthly.	<ul style="list-style-type: none"> <li>PPG Workplan (Gantt chart) in the CI-GEF template</li> <li>Recurring progress update meeting with CIGEF (frequency TBD)</li> </ul>	2 weeks after signing the agreement (TBD)	Crosscutting	Updated monthly progress work plan (Gantt chart) submitted to CI-GEF.
1.	CI-GEF PPG Kick-off meeting	Participate in the CI-GEF PPG Kick-off meeting. <ul style="list-style-type: none"> <li>CI-GEF to introduce key partners to the consultant.</li> <li>CI-GEF to provide guidance and share CEO Endorsement templates.</li> </ul>	April 2024 (Date TBD)	40%	Participate in the CI-GEF PPG Kick-off meeting
	A zero-draft outline of the	A draft outline of the ProDoc that includes:	30 <sup>th</sup> May 2024		<ul style="list-style-type: none"> <li>The Zero draft ProDoc must</li> </ul>



	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
	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.	<ul style="list-style-type: none"> <li>A complete Results Framework</li> <li>A Theory of Change</li> <li>Filled safeguards screening form.</li> <li>Site selection criteria matrix</li> </ul>			<ul style="list-style-type: none"> <li>include a draft Results Framework, Theory of Change, and draft safeguards screening form.</li> <li>CI confirms the Documents are on track and provides guidance</li> </ul>
<b>PPG Consultation and data collection</b>					
2.	Virtual and in-person Stakeholder consultations (in-person stakeholder consultation workshop, meetings, Site visits, and engagements with representatives from the respective national and county Government and GEF Country focal points and key partner institutions)	<ul style="list-style-type: none"> <li>a. CI-GEF Stakeholder Engagement Plan template for PPG filled.</li> <li>b. Stakeholder inception/consultation Workshop (date TBD after consulting the Government and key other stakeholders)</li> <li>c. 6 (TBC) site-specific engagements from each of the identified project sites. The proposed areas include protected areas and conservancies in Laikipia, Meru, Taita Taveta and Kajiado County.</li> <li>d. One Field/Stakeholder consultation report including a list of stakeholders consulted (names, contacts, gender) and sites</li> </ul>	30 <sup>th</sup> July 2024	20%	Stakeholder inception/consultation report approved by CI



	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
		visited			
3.	Project institutional arrangements and Final ToRs outlining each partner's role and contribution to the project during the implementation phase	i) Final project institutional/implementation arrangements presented clearly showing how the project will be implemented and a clear understanding of the flow of funds ii) Final ToRs outlining each partner's role and contribution to the project during the implementation phase	30 <sup>th</sup> July 2024		<ul style="list-style-type: none"> <li>Project institutional arrangements/ Implementation arrangements approved by CI.</li> <li>ToRs approved by each partner</li> </ul>
4	A Zero draft Budget is submitted to CI. (The Operations team will then work with you to finalize)	Zero draft Budget	30 <sup>th</sup> July 2024		Zero draft Budget
<b>ProDoc Package</b>					
5	(i) First draft CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Biodiversity Tracking Tool, Co-finance Letters, TORs etc.) which incorporates comments from Stakeholders	i. The first draft of the CEO Endorsement Package <b>(inclusive of comments from Stakeholders)</b>	30 <sup>th</sup> September 2024	30%	First Draft of the complete CEO Endorsement Package reviewed by CIGEF (ProDoc, Budget, Core Indicator Sheet, Biodiversity Tracking Tool, Co-finance Letters, etc.)
	(ii) 1 in-person technical review working session with key Government, site level, and implementation partners	Response matrix showing how comments have been incorporated and participant list from the technical review session			



	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
	(iii) In-person Validation Workshop for the CEO Endorsement Package	Validation Workshop report including a participant list (names, contacts, sex)			
6	Final CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Biodiversity Tracking Tool, Co-finance Letters, etc.) <b>which incorporates comments from the CI-GEF Project Agency.</b>	Final CEO Endorsement Package <b>(inclusive of comments from the CI-GEF Project Agency)</b>	30 <sup>th</sup> November 2024		Final CEO Endorsement Package <b>(Approved by CI-GEF)</b>
7	Final CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Biodiversity Tracking Tool, Co-finance Letters, TORs etc.) <b>which incorporates comments from the GEFSEC)</b>	Final CEO Endorsement Package <b>(inclusive of comments from the GEFSEC)</b>	30th June 2025	10%	Final CEO Endorsement Package <b>(Approved by the GEFSEC)</b>

#### 4. Submission Details

1. Deadline. Proposals must be received no later than **12<sup>th</sup> April 2024, 11.59 EAT**. Late submissions will not be accepted. Proposals must be submitted via email to [procurementaffd@conservation.org](mailto:procurementaffd@conservation.org)
2. All proposals are to be submitted following the guidelines listed in this RFP. The submission email title should include the RFP number and title of the RFP.
3. Validity of bid. 120 days from the submission deadline
4. Clarifications: Questions may be submitted to [procurementaffd@conservation.org](mailto: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 communicated via email.

5. Amendments. At any time before the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be communicated via email.

## 5. Minimum Requirements

- a. At least 5 years of experience designing GEF projects, including PIFs and CEO Approval/Endorsement packages.
- b. Experience working in East Africa and Kenya in general.
- c. Experience in the field of Biodiversity conservation including substantial experience in preparing GEF projects under the Biodiversity, Land Degradation, and Climate change focal areas.
- d. Research and or practical experience in the Human-Wildlife Conflict Mitigation thematic area.
- e. Experience in Zoonosis, behavior change management animal disease surveillance
- f. Experience in developing community-based, conservation and nature based enterprises
- g. Experience in project design development including developing a valid ToC and results framework
- h. Analytic skills to meet the demands of complex contemporary public policymaking (with a focus on HWC, Biodiversity, Climate change, and Land Degradation), implementation within a developing country context, and the ability to locate the evidential and other resources needed for the task.
- i. Experience in administering and mainstreaming the GEF's policies (or similar) on Environmental Social Safeguards, gender, stakeholder engagement, and grievance mechanisms.
- j. Experience in stakeholder engagement facilitation and workshop organization.
- k. Experience in administering and mainstreaming the GEF's policies (or similar) on Environmental Social Safeguards, gender, stakeholder engagement, and grievance mechanisms.
- l. Well versed with Free, Prior, and Informed Consent (FPIC)

## 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, Methodology, and Detailed Work Plan and Budget The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in 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 deliverables and costs. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Score (out of 100)
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	35 Max points
Relevant geographical and technical experience for the project including in the Human-Wildlife Conflict Mitigation, Zoonosis, and community engagement/development	20Max points
Does the bidder's past performance demonstrate recent proven experience doing similar work?	20 Max points
Cost: Costs proposed are reasonable and realistic and reflect a solid understanding of the assignment.	15 Max points
Proposal timeline aligns with the estimated needs of the project: the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	10 Max points

#### 8. Proposal Timeline

GEF Roster RFP Issued via email	20 <sup>th</sup> March 2024
Clarifications submitted to CI	29 <sup>th</sup> March 2024
Clarifications provided to known bidders	3 <sup>rd</sup> April 2024
Complete proposals due to CI	12 <sup>th</sup> April 2024
Final selection	30 <sup>th</sup> April 2024

- 9. Resulting Award** CI anticipates entering into an agreement with the selected bidder by 30<sup>th</sup> April 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.

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

**12. Attachments:**

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

Attachment 2: Cost Proposal Template

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

RFP No. XXXXXXXX

UEI Number (if applicable): XXX-XXX-XXX

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".

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

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

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

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



## **Attachment 2: 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 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.

The template is attached.

[Cost and Date Breakdown by Deliverable Template](#)