Request for Proposals

Title: Consultancy to conduct Scoping Study of Adaptation-Focused Business Landscape, Investment Themes Summary and SMEs Shortlisting

RFP No: CIL-2022-CONSULTANCY-02

Date of Issuance: October 11, 2022

1. Background

Conservation International (CI) is a global organization that has been protecting nature for the benefit of all for over 30 years. Through science, policy, and partnerships, CI is helping build a healthier, more prosperous, and more productive planet.

In Liberia, CI has been active since 1999, and established an office in 2002, thus, Conservation International Liberia (CHL) has nearly two decades of experience engaging stakeholders at all levels in Liberia; this includes local and national governments, companies from different sectors, communities, private sector, and civil society leaders to support conservation and sustainable development. CHL aims to demonstrate that sustainable development is achievable in Liberia through an integrated landscape approach that seeks to balance nature conservation, production, and economic development.

Building upon a strong foundation of science, partnership and field demonstration, Conservation International (CI) empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity. CI’s strategy is to serve as a trusted advisor to decision makers at all levels to help societies establish healthy, sustainable economies that secure nature’s ability to provide enduring human well-being.

- We accomplish this through the four pillars of our work:
- We innovate to identify and implement practical and effective solutions to problems.
- This innovation takes place throughout the organization and relates to all aspects of CI’s work including science, field implementation, policy, markets, partnerships, etc.
- We promote healthy, sustainable economies to achieve those impacts
- We demonstrate these impacts throughout CI geographies (including Liberia).

2. Project Overview

As part of the Adaptation Accelerator Program, Building Climate Resilience through Enterprise Acceleration, Conservation International seeks a consultant to undertake an overall scoping study of adaptation focused business landscape, investment themes summary, assist with SME shortlisting, and facilitate AAP Accelerator and Cohort capacity building (including deal development tools)

To this end, CHLiberia is seeking the services of a consultant to support implementation of specific project objectives, scope and tasks below.
The purpose/objective of this consultancy is to undertake an overall scoping study of adaptation focused business landscape, investment themes summary, assist with SME shortlisting, and facilitate AAP Accelerator and Cohort capacity building (including deal development tools, with a focus on Adaptation Accelerator Program, Building Climate Resilience through Enterprise Acceleration. The Consultant will report to the CI AAP Project Director and the Project Manager.

3. Terms of Reference, Deliverables and Deliverables Schedule

The AAP project intends to engage a Consultant for Liberia to assist the local AAP project team and CI in realizing the objectives of the project, namely where relates to scoping and identifying priority investment sectors, selecting a shortlist of adaptation enterprises, facilitating the AAP cohort acceleration program and capacity building.

The AAP project will concentrate on the country’s coastal zone. Selection of participating SMEs will take into account geographies prioritized by their National Adaptation Programs of Action (NAPAs) and National Adaptation Plans (NAPs). Locations of anticipated on-the-ground impacts remain to be determined through a selection process to identify enterprises for AAP support. However, the screening that will be applied in this selection process will include criteria related to climate change vulnerability as well as natural capital value. Examples of sites expected to emerge from this selection process include areas containing natural forest, coastal mangroves, and agricultural frontier zones, where enhanced resilience to climate change will offer valuable contributions to social and environmental benefits.

Thematically, the scope relates to the growth of small- and medium-sized enterprises (SMEs) whose activities are relevant to climate change adaptation. Recognizing that climate change will impact vulnerable areas in Liberia despite local, national and global mitigation efforts, the project will apply an adaptation and resilience focus to efforts to support SME development. Both countries have identified priority sectors for adaptation, including water management, climate smart agriculture, forestry, and energy; the AAP will align with sector priorities articulated in their NAPAs and NAPs.

Key tasks

The consultant will complete several tasks to prepare the deliverables, including development of a work plan.

Produce Scoping Report to include, but not be limited to, analysis on the following:

i. Existing adaptation-focused businesses
ii. Industry and market ecosystem
iii. Funding landscape
iv. Gender-investment opportunities
v. Other key industry opportunities and gaps
vi. One report to be completed
vii. Produce Investment Summary which includes:
   a. Identifying transformational and equitable adaptation sectors in target geographies
   b. Three specific priority investment sectors per geography, summarized in a concise investment profile for each country

Deliverables
The consultant is required to submit deliverables that will be reviewed and approved by CI-Liberia technical staff as indicated below:
• Improved understanding of the global landscape of adaptation and resilience enterprises
• Documents outlining the Adaptation Taxonomy, the principles of definition, and how the taxonomy is consistent with existing approaches prepared
• Identify 100 SMEs in Liberia and add to the AAP database.
• Prepare summary slide of Adaptation SMEs mapped globally
• Complete 1 climate resilience and adaptation market study in Liberia
• Develop 2 case studies of SMEs engage with climate resilience and adaptation
• Directly connect with (e.g., phone call or meeting) 5 SMEs in Liberia and collect basic company information on these SMEs
• Develop detailed company profile and investment case study (publicly disseminable) on 2 SMEs in Liberia

4. Submission Details
   a. Deadline. Proposals must be received no later than **November 8, 2022, at 5:00PM GMT.** Late submissions will not be accepted. Proposals must be submitted via email to hrliberia@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 hrliberia@conservation.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.

   d. Amendments. At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

5. Minimum Requirements

The successful Individual Consultant will have the following minimum requirements:

a) Minimum of Five (5) years relevant professional job experience in socio-economic, climate change resilience assessment, rural economic development, enterprise development, business management and business economic.

b) Having led programs in rural enterprise development or business development services in Liberia.

c) A relevant post-graduate degree at or above MSc level in business management, climate change adaptation/mitigation, rural development or a related discipline.

d) Excellent project management experience including project planning, monitoring and evaluation, reporting, multi-stakeholder partnerships coordination, grants management etc. Demonstrated good thorough knowledge of the stakeholders’ ecosystem in Liberia and Madagascar a plus.
e) Previous experience in the development of investable business cases, experience in value chains and markets.

f) Proven experience in applying gender lenses in rural enterprises development.

g) Clear understanding of research methodologies and experience using a range of research tools and techniques with regards to identifying climate adaptation businesses and rural enterprises.

h) Fluent in spoken and written English

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. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference indicate Section 3.
   d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 2).

7. **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>Evaluation Criteria</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>1 Technical Proposal, Part I - Technical Approach and Demonstrated Knowledge</td>
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<tr>
<td>1 Does the proposal clearly explain, understand, and respond to the objectives of the project as stated in the Scope of Work? Does the proposed approach fulfill the requirements of executing the Scope of Work effectively and efficiently?</td>
<td>20</td>
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<tr>
<td></td>
<td>Does the proposal demonstrate the offeror’s knowledge related to technical sectors required by the SOW?</td>
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**II Technical Proposal, Part II - Qualifications and References**

<table>
<thead>
<tr>
<th></th>
<th>Personnel Qualifications – Does the consultant CV demonstrate the necessary experience and qualifications to carry out the Scope of Work?</th>
<th>20</th>
</tr>
</thead>
</table>

|   | Reference Check – Do the consultant’s references confirm the necessary experience and qualifications to carry out the Scope of Work? | 20 |

**III Cost Proposal – Includes Hourly Fees, any other expenses**

<table>
<thead>
<tr>
<th></th>
<th>Does the budget include all expenses and within the established limit?</th>
<th>10</th>
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</thead>
</table>

|   | Is the budget low-cost? | 10 |

**IV TOTAL Points Possible**

|   | 100 |

### 8. Proposal Timeline

*(Please add other solicitation events to this timeline if applicable such as interviews or demos).*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>October 11, 2022</td>
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<tr>
<td>Clarifications submitted to CI</td>
<td>October 18, 2022</td>
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<tr>
<td>Clarifications provided to known bidders</td>
<td>October 22, 2022</td>
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<tr>
<td>Complete proposals due to CI</td>
<td>November 8, 2022</td>
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<tr>
<td>Final selection</td>
<td>November 25, 2022</td>
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### 9. Resulting Award

CI anticipates entering into an agreement with the selected bidder by December 2, 2022. 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 [for GCF-funded projects only, add: “and the Green Climate Fund’s Policy on Prohibited Practices”]. Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI’s Code of Ethics (the “Code”) provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

12. Attachments:

  Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
  Attachment 2: Cost Proposal Template
Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. CIL-2022-CONSULTANCY-02

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

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CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. **With respect to CI's Code of Ethics, we certify:**
   a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. **With respect to social and environmental standards, we certify:**
   a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
   b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. **With respect to our eligibility and professional conduct, we certify:**
   a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
   b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
   c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
   d. We have not engaged in any collusion or price fixing with other offerors.
e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.

f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.

g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.

h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).

i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”. [Include additional sanctions lists of the country of a public donor, if required by the donor.]

Name: ____________________________________________

Signature: __________________________________________

Title: ______________________________________________

Date: ______________________________________________
## 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 offeror's 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.

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>Deliverable</th>
<th>Price (Lump Sum, All Inclusive)</th>
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<tbody>
<tr>
<td>Insert deliverable 1 from Section 3 or attached TOR</td>
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<tr>
<td>Insert deliverable 2 from Section 3 or attached TOR</td>
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<tr>
<td>Insert deliverable 3 from Section 3 or attached TOR</td>
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<td>Insert deliverable 4 from Section 3 or attached TOR</td>
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<tr>
<td>Insert deliverable 5 from Section 3 or attached TOR</td>
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### 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>
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<tbody>
<tr>
<td>Consultant 1</td>
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<tr>
<td>Consultant 2</td>
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<tr>
<td>Sub-total Personnel</td>
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<tr>
<td>Travel Costs (if applicable)</td>
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<tr>
<td>Other related Costs (please specify)</td>
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<tr>
<td>Total Cost of Financial Proposal</td>
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