

Request for Proposals

Title: Development of Kenya's REDD+ Registry

RFP No: KN001/2024

Date of Issuance: 31st January 2024

1. Background

Conservation International (CI) 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. Today, with offices in more than two dozen countries and a worldwide network of thousands of partners, CI has a truly global reach.

Kenya reached an important milestone in December 2021 by formulating its National REDD+ Strategy, and Safeguards Information System. The Forest Reference Level had been established earlier and is undergoing some improvements while the National Forest Monitoring System is being finalized. The country is now looking towards moving into broader REDD+ implementation. REDD+ Nesting has been identified as a fundamental component that will actualize REDD+ implementation in Kenya. Conservation International is supporting the Government of Kenya, through the State Department for Forestry in the Ministry of Environment, Climate Change and Forestry, to design arrangements for a system that will allow for site- or subnational-scale REDD+ activities to be incorporated into, and formally recognized under, the national REDD+ program. This process is referred to as REDD+ nesting. Part of this work involves establishing a system for tracking emission reductions (ERs) generated and sold at the national level and from projects through development of a National REDD+ Registry.

2. Project Overview

A REDD+ registry is a data management platform that integrates technology, policies, and operational procedures to document, approve and track the development, compliance, performance, purchase, and retirement of emissions reductions (or removals) through either national, compliance, or voluntary markets or systems. It constitutes a crucial part of the infrastructure needed for realizing and consolidating REDD+ in a country. It ensures that all the relevant data and information linked to REDD+ implementation is captured, processed, and stored in a centralized repository which is accessible to various categories of stakeholders and end-users for decision-making purposes. Information contained in a REDD+ registry can be used to demonstrate compliance with policies at various scales including conformance with UNFCCC guidelines, internal country policies, and bilateral agreements, track progress in emission reductions relative to a negotiated reference level and reduce the potential for counting the same credit twice (double counting). Registries should also record the physical location of REDD+ activities to ensure there is no overlap.

REDD+ registries aim to serve as a repository of reliable, easy-access information, to ensure accurate accounting of emissions reductions from projects or programs, and to foster compliance with established regulations and standards. As such, a REDD+ registry enables a country (or jurisdiction) to be fully informed of all REDD+ activities taking place within its boundaries, to vouch for the quality, value, and impact of projected or reported emissions reductions or removals, to follow the issuance and trading of REDD+ credits/units and the issuance and transfer of results-based payments, irrespective of where the units are transacting within a market framework.

To date, there are very few operational, if any, REDD+ registries in Africa. At the global scale, however, many countries are in the process of establishing national and jurisdictional (sub-national) registries, depending on their respective REDD+ architectures. Registries are also being used in the voluntary market,

under the Clean Development Mechanism and, in other sub-national markets focused on jurisdictional REDD+.

Registry design can share information of site- or subnational-scale REDD+ activities and support nested accounting that keeps track of emission reductions and carbon stock increases that accrue from site-scale projects, separate from those resulting from national policies and programs. Registered nested accounting may also permit adjustments to resolve data discrepancies and failure of parties to perform, based on policy rules made at the time of system design. Registries are used to track buffer reserve accounts comprised of non-tradable credits that are held as insurance against project failure, to keep the atmosphere “whole” if failed credits have been applied against an emission. Registries therefore provide environmental integrity to carbon programs and reduce risks to governments, stakeholders, investors and the atmosphere.

In September 2023, Kenya enacted the Climate Change (Amendment) Act, 2023 which provides for the establishment of a REDD+ registry under section 23(G)(3)(b) with authorization from the CS as per section 6(B)(i). The REDD+ registry, as will be the case with other sector registries, will feed into the National Carbon Registry. In furtherance to this, Conservation International is supporting the Ministry of Environment, Climate Change and Forestry through the State Department for Forestry to develop Kenya’s REDD+ registry.

In this regard, Conservation International is seeking to engage a consultant to develop a National REDD+ registry for Kenya. This registry aims to track, verify, and report greenhouse gas emissions reductions and removals resulting from REDD+ activities. Specific objectives and outcomes of this consultancy are outlined below.

3. Terms of Reference, Deliverables and Deliverables Schedule

The consultant will, with the guidance of Conservation International and the State Department for Forestry:

- a) Facilitate stakeholder consultations and engagement to identify the most appropriate design options for Kenya’s REDD+ registry including:
 - a. Functionality of the registry including user/account registration, project management, regulatory approval, credit management, transfer, cancelation and retirement, report generation, public views and necessary information, etc.
 - b. Technology requirements and registry infrastructure including hosting and maintenance requirements.
 - c. Required software and hardware and hosting platform.
 - d. Operational and administrative support requirements
 - e. Alignment with the policy, legal and regulatory framework relevant to REDD+ in Kenya including linkages with the national carbon registry and other registries as may be appropriate.
 - f. Defining roles and responsibilities of various stakeholders to be involved and their management, coordination and implementation responsibilities.
 - g. Required data and institutional inputs (incl. relevant information of programmes, projects and subnational initiatives, emission reductions and removals generated, transferred and/or paid for at national and subnational levels, projects, transactions, finance, social and environmental safeguards, among others.)
- b) Conduct a thorough assessment of existing forest carbon accounting and MRV systems at the national or subnational level. This includes evaluating data collection methods, reporting mechanisms, and institutional arrangements related to REDD+ activities that will be relevant for the registry.
- c) Registry Design and Development: Based on the assessment and feedback/input from stakeholders, the consultant shall propose a design for the REDD+ registry that aligns with Kenya’s policy legal and regulatory framework and international standards and best practices. This involves



outlining the technical specifications, data management protocols, and user interface requirements for the registry.

- d) Stakeholder Engagement: The consultant shall facilitate stakeholder consultations to gather input on the design and functionality of the registry throughout the development process. This may involve engaging with government agencies, civil society organizations, indigenous communities, and other relevant stakeholders to ensure their perspectives are incorporated throughout the registry development process.
- e) Capacity Building: As part of the consultancy, the consultant shall provide training and capacity building support to relevant personnel who will be involved in operating and maintaining the REDD+ registry. This includes guidance on data entry, quality control procedures, and regular updates to the registry.
- f) Documentation and Reporting: The consultant should prepare comprehensive documentation outlining the technical specifications, operational procedures, and guidelines for using the REDD+ registry. Additionally, they should establish reporting mechanisms to track the performance and impact of the registry in supporting REDD+ objectives.

4. Deliverables/Estimated Outputs

- Inception report: which is expected to contain:
 - Proposed approach to the development of the registry.
 - A work plan outlining the different tasks and timelines under this assignment.
- A comprehensive design proposal for the REDD+ registry, including technical specifications and user requirements.
- Stakeholder engagement summary reports (as appropriate) highlighting key feedback and recommendations.
- Training materials and capacity building resources for registry users including training sessions.
- Documentation/manual outlining operational procedures, data management protocols, and reporting guidelines for the registry.
- A REDD+ registry for Kenya.

5. Submission Details

- a. Deadline. Proposals must be received no later than **21st February 2024 at 5pm EAT**. Late submissions will not be accepted. Proposals must be submitted via email to procurementkenyake@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 procurementkenyake@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.

6. Minimum Requirements



- A master's degree in Environmental Science/Studies, Forestry, Natural Resource Management, or Information Technology, or a related field.
- Demonstrated experience advising on or developing a REDD+ / GHG registry system.
- Good understanding of REDD+ and the discussions on result based and market-based finance under the UNFCCC Paris Agreement.
- Excellent expertise in database management and technological platforms based on web systems.
- Proven track record in stakeholder engagement and facilitation.
- Familiarity with international standards for greenhouse gas accounting and reporting.
- Excellent skills in project management and communications, both written and oral, demonstrated in previous assignments.
- Demonstrated ability to write clear and concise reports in English.

7. 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 individual and/or 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 (Section 3 above)
- d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3).

- 8. 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)
Does the bidder's past assignments demonstrate proven experience advising on or developing a REDD+ / GHG registry system?	20
Does the bidder demonstrate a solid understanding of REDD+ and results based and market based finance under the United Nations Framework Convention on Climate Change?	15
Is the proposed approach and methodology appropriate to the assignment, practical in the prevailing project circumstances, realistic and promise efficient implementation to the assignment?	30
Does the bidder and the proposed personnel possess the specific technical expertise required for the assignment?	15
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20

9. Proposal Timeline



RFP Issued	31 st January 2024
Clarifications submitted to CI	7 th February 2024
Clarifications provided to known bidders	13 th February 2024
Complete proposals due to CI	21 st February 2024
Interviews	28 th February 2024
Final selection	1 st March 2024

10. Resulting Award CI anticipates entering into an agreement with the selected bidder by **11th March 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.

11. 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.

12. 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.

13. 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

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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 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.

Cost Breakdown by Deliverable

Deliverable	Price (Lump Sum, All Inclusive)
Insert deliverable 1 from Section 3 or attached TOR	
Insert deliverable 2 from Section 3 or attached TOR	
Insert deliverable 3 from Section 3 or attached TOR	
Insert deliverable 4 from Section 3 or attached TOR	
Insert deliverable 5 from Section 3 or attached TOR	

Cost Breakdown by Cost Component (example only)

Description	Unit of measure (day, month etc)	Total period of engagement	Unit cost/rate	Total Cost for the Period
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
Total Cost of Financial Proposal				