

## **Request for Proposals**

**Title:** Benchmarking of REDD+/ GHG registries, and development of design options for Kenya.

**RFP No:** REDD+/001

**Date of Issuance:** 5<sup>th</sup> May 2021

---

### **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 REDD+ Coordination Office in the Ministry of Environment and Forestry (MoEF), 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. The National Expert Group on REDD+ Nesting in Kenya (NEG) was established to provide expert recommendations on policy and technical aspects of the REDD+ Nesting approach to the Government of Kenya, in the best interest of the country. 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, regulatory, 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.

Against this background, Conservation International is seeking to engage a consultant to undertake and assessment of existing REDD+ registries and help define recommendations and design options for a National REDD+ registry for Kenya. The findings of this assessment will inform the National Expert Group on REDD+ nesting and the Ministry of Environment and Forestry on the most suitable design options for the development of a National REDD+ Registry for Kenya. 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:

- I. Undertake a benchmarking assessment of existing REDD+ / non-REDD+ registries, including broader GHG registries, in various jurisdictions looking at their:
  - a. Objectives, functions, structure, scope, and management
  - b. Regulatory and institutional framework,
  - c. Software, hardware and security systems and protocols used in their platforms,
  - d. Elements for reporting to support the MRV system, incl frequency, templates, etc.,
  - e. Administration procedures and costs (establishment and implementation),
  - f. Any other relevant issues suggested by Conservation International or the consultant. This will be decided in the Inception report (see below section on deliverables).
- II. Examine the current REDD+ landscape in Kenya (incl. stakeholders, institutional arrangement, policy, legal and technical components, roles, and other relevant elements) to determine the need for, and functionality of, a REDD+ registry. This should include how a registry is to be designed to interact with broader national accounting (MRV) systems, including Kenya’s broader emissions registry system for trading international transfers, corresponding adjustments, etc.
- III. Identify key considerations for REDD+ registry design in Kenya, including
  - a. Objectives, functions, structure, scope, and management.
  - b. Identify the appropriate legal, administrative, and financial arrangements that need to be put in place to establish and operationalize a National REDD+ Registry, including defining roles and responsibilities of various stakeholders to be involved and their coordination and implementation responsibilities.
  - c. Required software and hardware, hosting platform and applications
  - d. Required data and institutional inputs (incl. relevant information of 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.)

- IV. Based on the above analysis, propose the most suitable design options for a REDD+ registry for consideration by the Government of Kenya while taking into consideration relevant requirements under the Warsaw Framework for REDD+ and Article 6 guidance.
- a. Develop a set of recommendations for Kenya which would serve to guide the National Expert Group on REDD+ nesting and the Ministry of Environment and Forestry on the development of a National REDD+ Registry. This should also include recommendations on the process to design, establish and implement the registry system (workshops, consultation, hiring consultants, etc.) and resources needed (offices, computers, software, etc)

#### 1. Deliverables/Estimated Outputs

- Inception report: which is expected to contain:
  - Proposed approach to this study and research design
  - A work plan outlining the different tasks and timelines under this assessment
- Draft report completing all identified tasks to be presented to CI, NEG and the MoEF for their input and feedback.
- Revised report based on feedback from stakeholders.
- Validation workshop (virtual engagement is an option)
- Final report containing:
  - A detailed assessment of REDD+ / GHG registries in other jurisdictions (including an annex of literature reviewed).
  - Examination of the current REDD+ landscape in Kenya to determine the need for, and functionality of, a REDD+ registry (Including an annex of list of interviews held and template if any).
  - Key considerations for REDD+ registry design in Kenya.
  - Lessons and recommendations for design options for a National REDD+ Registry for Kenya, including recommendations on clear next steps on the process to design, establish and implement a registry.

#### 4. Submission Details

- a. Deadline. Proposals must be received no later than **26<sup>th</sup> May 2022 at 5pm EAT**. Late submissions will not be accepted. Proposals must be submitted via email to [procurementaffd@conservation.org](mailto:procurementaffd@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 [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 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**

- 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.
- Experience and track record in similar assignments.
- 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.

**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 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).

**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:

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
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

## 8. Proposal Timeline

RFP Issued	5 <sup>th</sup> May 2022
Clarifications submitted to CI	12 <sup>th</sup> May 2022
Clarifications provided to known bidders	17 <sup>th</sup> May 2022
Complete proposals due to CI	26 <sup>th</sup> May 2022
Interviews	9 <sup>th</sup> June 2022
Final selection	10 <sup>th</sup> June 2022

- 9. Resulting Award** CI anticipates entering into an agreement with the selected bidder by **17<sup>th</sup> June 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. 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". [\[Include additional sanctions lists of the country of a public donor, if required by the donor.\]](#)

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

<b>Deliverable</b>	<b>Price (Lump Sum, All Inclusive)</b>
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)

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