REQUEST FOR PROPOSALS

Title: Project manager for Latin America Coffee Carbon Footprint Baseline Study
RFP No.: CI 110923
Date of Issuance: November 9, 2023

1. Background

Conservation International (hereafter referred to as “CI”) protects nature for the benefit of humanity. Through science, policy, fieldwork and finance, we spotlight and secure the most important places in nature for the climate, for biodiversity and for people. With offices in 30 countries and projects in more than 100 countries, Conservation International partners with governments, companies, civil society, Indigenous peoples and local communities to help people and nature thrive together. CI has been working for 25+ years on coffee sustainability.

Since December 2015, CI has been leading the Sustainable Coffee Challenge (hereafter referred to as “the Challenge”). This a global multi-stakeholder coalition convenes, unites and urges stakeholders from across the coffee sector to spur the actions and investments necessary to make coffee the first sustainable agriculture product in the world. By 2025, as part of a broader collective commitment, partners in the Challenge have pledged to “secure 100 million tonnes of carbon”.

2. Project overview

CI is seeking an experienced and qualified individual or firm (hereafter referred to as “the consultant”) that can support CI’s Sustainable Coffee Challenge team in the development and implementation of a pre-competitive study to establish carbon footprint baselines in 5 coffee producing origins in Latin America¹ (i.e., Brazil, Mexico, Colombia, Honduras and Peru). The initiative will replicate and build on a study led by USAID Green Invest Asia – with broad industry support – to establish footprint baselines for Robusta production in Vietnam and Indonesia, which was finalized in June 2023.

The study addresses the urgent needs across the sector to enhance the availability and consistency in on-farm carbon footprint data collection on coffee’s carbon footprint using an aligned and consistent methodology. The aim is to establish – with support from a Technical Service Provider to be recruited – industry-accepted and statistically sound carbon footprint baselines for coffee production in the 5 origins. Additionally, the study will develop:

- An (improved) standardized framework and mechanism for data collection, sharing, and analysis
- Increased capacities of supplier partners to understand, document, and report on carbon emissions and sequestration in coffee systems.

The latest version of the concept note of the study is available upon request via scc@conservation.org.

3. Nature of the Consultancy + Scope of Work

The consultant will lead the day-to-day management of the project, leading the engagement, coordination and governance of the roaster consortium and other supporting industry actors (i.e., suppliers) as well as additional consultation and outreach to other stakeholders (e.g. NGOs, research organizations, etc.). Additionally, the consultant will provide oversight of the Technical Service Provider

¹ Based on available resources, a phased approach is envisioned to implement the full scope of the study, both in terms of geographies as well as activities. The implementation strategy and sequencing will follow consensus within the consortium partners once additional resources are secured.
that will be tasked to lead the technical implementation of the study. The consultant will play a key role in managing and navigating the phased roll-out of the study. The consultant will work closely with the coffee team within CI’s Center for Sustainable Lands & Waters and will report to the Director, Sustainable Coffee Partnerships.

- **Estimated LOE and Timeline**
  
  In total, CI has estimated 100 days of work under this consultancy. The timeline for the contract is anticipated to be one year (Dec ’23 – Dec ’24). It is envisioned that level of effort (LOE) for the project would require 2 days per week (40%) on average, likely with higher intensity (~ 3 days p/w) in the start-up and close-out phases and less intensity (~ 1 day p/w) during the technical execution.

- **Key Tasks & Deliverables**
  
  The key activities for this consultancy are summarized below:
  
  - **Project management**: Lead the develop and effective implementation of detailed project workplan, including (updated) timelines, budgets, consultation process, governance + decision-making protocol, communication plan, etc. (~ 8 hours p/w);
  
  - **Consortium Meetings**: Prepare + lead bi-weekly consortium updates/discussions (at least 1 monthly meeting + 1 email update) as well as weekly coordination (30min) meetings with the CI team (~ 2-3 hours p/w);
  
  - **Coordination with technical teams**: Lead the recruitment process as well as day-to-day coordination with and oversight of consultants supporting the technical implementation of the study, including but not restricted to the Technical Service Provider (~ 2-3 hours p/w);
  
  - **Stakeholder Engagement**: Support the engagement with key stakeholders, e.g. government representatives; industry groups, field teams, etc., and capture engagement in contact log/tracker (~ 1-2 p/w);
  
  - **Outreach and fundraising**: Co-develop an outreach and fundraising strategy and support implementation, including participation and presentations in donor meetings (~ 1-2 p/w).

- **Location of Task & Travel**
  
  Services required under this solicitation will be performed primarily remotely. While the focal geographies are coffee sourcing regions within the countries within scope, it is not envisioned that the project lead will need to travel to these countries. Travel to/within the US may be required to attend 1-2 relevant coffee industry events (e.g., Sustainable Coffee Challenge 2024 All-Partner Meeting, SCA Expo, etc).

4. **Minimum Requirements**

Qualifications of the consultant should include:

- Familiarity with and passion for coffee supply chains, environmental and social sustainability trends in agriculture, and due diligence legislation that impacts commodity sourcing;

- Proven track record with project management in a multi-stakeholder consortium setting, with a drive to build consensus and deliver results in a timely fashion;

- Knowledge of situation and realities on-the-ground in coffee producing countries within scope and preferably experience with running projects in those countries;

- Understanding of on-farm practices that contribute to GHG footprint calculations

- Experience with Scope 3 emissions mitigation efforts and knowledge of GHG Protocol accounting and SBTi FLAG target-setting requirements;
- Outstanding written and verbal communication skills, including;
- Proven expertise in communicating with the public and private sector;
- Strong organizational skills and ability to work collaboratively in a multi-stakeholder setting;
- Experience with proposal writing for public, corporate and private funders, including budget development;
- Spanish and/or Portuguese language skills is strongly preferred;
- Organizational presence in the region (preferred in case of an organization applying);

5. Proposal Submission Details
Proposals must be received preferably no later than Monday Nov 30, 2023, COB EDT (early applications are appreciated). Proposals must be submitted via email to Niels Haak (scc@conservation.org). All proposals are to be submitted following the guidelines listed in this RFP. Additionally, the bidder should provide a signed copy of CI’s “Representation of Transparency, Integrity, Environmental and Social Responsibility” (Attachment 1)

While there is no fixed template, the technical proposal should at least include:
- **Workplan:** Clear and concise (5 pages max.) description how the bidder intends to carry out the requirements described in the Terms of Reference (section 3). The proposal should be 5-10 pages
- **Qualifications:** Summary of relevant competencies, capabilities, experience, past performance. Please attach CVs that demonstrate how the bidder meets the minimum requirements listed in section 4 (Minimum Requirements).
- **Financial Proposal:** Offerors must submit their fee for services based on a rate per hour/day. The fee for services must be expressed in USD and 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 agreed upon or requested by CI should the offerors proposal be accepted.

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 communicated via email.

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:

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<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
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<td><strong>Approach:</strong> Is the proposed approach appropriate to the assignment? Particularly, does the presentation provide a logical and practical presentation and planning of the tasks and activities, which promises efficient project implementation?</td>
<td>30%/ Max points</td>
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<td><strong>Expertise &amp; Experience:</strong> Does the bidder and (if relevant) the proposed personnel meet the minimum required expertise and skills for the assignment? Does the bidder’s past performance demonstrate recent proven experience doing similar work?</td>
<td>35%/ Max points</td>
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<td><strong>Cost:</strong> Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.</td>
<td>35%/ Max points</td>
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7. Resulting Award
CI anticipates entering into an agreement with the selected bidder by December 20, 2023, latest. 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.

8. **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.

9. **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. CI'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).
Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

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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”.

Name: ________________________________

Signature: ______________________________

Title: ________________________________

Date: ________________________________