

## **Request for Proposals**

**Title:** To Develop a Benefit-Sharing Mechanism that supports Conservation and Restoration Programs.

**RFP No:** CIL-2023-CONSULTANCY-07

**Date of Issuance:** December 19, 2023

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### **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. CI is a global organization that has been active in Liberia for about 20 years, working closely with communities, the private sector, government, and civil society leaders to support conservation and sustainable development. Liberia is at a vital point in its development history with an enormous wealth of natural resources. It has an opportunity to encourage investors and promote development initiatives that support economic growth and development while maintaining Liberia's critical natural capital for future generations. Proper stewardship of Liberia's resources may prove to be the key to the future well-being of the Liberian people.

To this end, CI Liberia, in collaboration with the Environment Protection Agency (EPA,) is implementing a Global Environment Facility (GEF) funded Food Systems, Land Use, and Restoration (FOLUR) Project.

### **2. Project Overview**

The Project is based on the growing recognition that food production systems and land use must improve for the benefit of peoples' health, planet, and economies. The FOLUR project titled "Reducing deforestation from palm oil and cocoa value chains," aims "to promote biodiversity conservation and sustainable food systems for enhanced livelihood opportunities in Northwest Liberia Landscape through land use planning, restoration of degraded lands, and strengthening governance, policies, and market incentives for nationally replicable models of deforestation-free cocoa and palm oil value chains."

The FOLUR project is being implemented in the Northwest (NW) Liberia landscape (Grand Cape Mount, Bong, Bomi, Lofa, and Gbarpolu) Counties by Conservation International in partnership with Fauna and Flora International (FFI), Royal Society for the Protection of Birds (RSPB), and Society for the Conservation of Nature of Liberia (SCNL).

The project has four components, as listed below:

**Component 1:** Development, adoption, and implementation of National and NW Liberia Landscape

**Component 2:** Promotion of sustainable production practices for food crops, palm oil, and cocoa, supported by responsible value chains.

**Component 3:** Biodiversity loss reduction and restoration of natural habitats.

**Component 4:** Coordination, collaboration, and Monitoring and Evaluation.

Against that backdrop, CI Liberia is seeking the services of a consultant to identify and examine the current benefit-sharing mechanisms operating in Liberia. It involves assessing the efficiency, effectiveness, and equity of the existing benefit-sharing mechanisms and proposing a benefit-sharing mechanism for conservation and restoration that will support the FOLUR project in the landscape of Northwestern Liberia.

### 3. Terms of Reference, Deliverables and Deliverables Schedule

This Consultant will conduct an in-depth literature review, with a particular focus on (a non-inclusive list), the following:

- i. Conduct a literature review of the current benefit-sharing and incentive programs that promote forest management, conservation, and restoration in Liberia. Map the institutional and legal framework for implementing REDD+ and provide recommendations.
- ii. Identify the linkages between carbon rights, land, and conservation and propose mechanisms to address the allocation of derived rights. Demonstrate examples of lessons learned, best practices of existing benefit-sharing mechanisms.
- iii. Develop a benefit-sharing mechanism that will link to conservation and restoration for the FOLUR project in the Northwest Liberia landscape; the Consultant shall analyze key issues and present overall guidance on how benefit-sharing mechanisms will aggregate at least US\$ 5 million in support of restoration by men and at least 30% women) and should include the following:
- iv. Establish and operationalize transparent benefit-sharing mechanisms, financial management mechanisms, and a fair benefit-sharing scheme.
- v. Conduct a stakeholder consultation to discuss the draft benefit-sharing mechanism for the FOLUR project that will support conservation and restoration programs in the Northwest Liberia landscape. The consultant is expected to identify the main risks and provide concrete suggestions on how Conservation International, the Environmental Protection Agency of Liberia, and the Forest Development Authority (FDA) can create a national framework for sharing benefits mechanisms for conservation and restoration.

#### Deliverable schedules

Deliverables	Description	Deadline
Inception report	The consultant must submit a comprehensive inception report. The report shall outline the Consultant's mobilization, work plan, strategy, methodology, activities, and schedule. The inception report should also have a quality assurance plan that includes the following: (i) A quality policy statement setting out the objectives of the plan and (ii) The personnel who will implement the plan, their responsibilities, and authority.	February 28, 2024
Desktop review report	<ul style="list-style-type: none"> <li>Conduct a literature review of the current benefit-sharing and incentive programs that promote forest management, conservation, and restoration in Liberia.</li> <li>Map the institutional and legal framework for implementing REDD+ and provide recommendations.</li> <li>Identify the linkages between carbon rights, land, and conservation and propose mechanisms to address the allocation of derived rights.</li> <li>Give lessons learned from existing benefit-sharing mechanisms.</li> <li>Review the existing benefit-sharing mechanism and identify the linkages between carbon rights, land, and conservation.</li> </ul>	March 24, 2024

Benefit Sharing Report:	<ul style="list-style-type: none"> <li>• Develop a benefit-sharing mechanism that will link to conservation and restoration for the FOLUR project in the Northwest Liberia landscape.</li> <li>• Analyze key issues and present overall guidance on how benefit-sharing mechanisms will aggregate at least US\$ 5 million in support of restoration by men and at least 30% of women) and should include the following:</li> <li>• Establish and operationalize transparent benefit-sharing mechanisms, financial management mechanisms, and a fair benefit-sharing scheme.</li> <li>• Conduct a stakeholder consultation to discuss the draft benefit-sharing mechanism for the FOLUR project that will link to conservation and restoration in the Northwest Liberia landscape.</li> <li>• Identify the main risks and provide concrete suggestions on how Conservation International, the Environmental Protection Agency of Liberia, and the Forest Development Authority (FDA) can create a national framework for sharing benefits mechanisms for conservation and restoration.</li> </ul>	April 25, 2024
Final Benefit Sharing report	<ul style="list-style-type: none"> <li>• Produce a Comprehensive report covering all items mentioned under the scope of work. The final report will be subject to approval by the project management team at Conservation International, the Environmental Protection Agency of Liberia (EPA), and the Forest Development Authority (FDA).</li> </ul>	May 20, 2024

#### 4. Submission Details

- a. Deadline. Proposals must be received no later than January 23, 2024, at 5: 00PM GMT. Late submissions will not be accepted. Proposals must be submitted via email to [hrliberia@conservation.org](mailto: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](mailto: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 consultancy firm or organization will have team members with the following minimum requirements:

- a) The successful consultancy firm or organization will have team members with the following minimum requirements:
- b) Education: Master's degree in environmental and social sciences, Natural Resources Management, Environmental Economics, Sociology, Law, or other related subjects with proven experience in qualitative and quantitative data collection.
- c) Understanding legal issues related to benefit-sharing mechanisms in Liberia.
- d) Experience in designing benefit-sharing strategies.
- e) Fluency in English
- f) Excellent analytical and report-writing skills
- g) Proactive and able to work with minimal supervision and a high degree of initiative, reliability, flexibility, and self-motivation.
- h) Professionalism: flexibility to make ad-hoc changes as needed; ability to perform under stress; willingness to keep flexible working hours.

## 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 (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:

Evaluation Criteria	Score (out of 100)
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	30
Does the bidder's past performance demonstrate recent proven experience doing similar work?	20
Does the bidder and the proposed personnel have specific expertise for the assignment?	20
Cost: Costs proposed are reasonable and realistic and reflect a solid understanding of the assignment.	30

## 8. Proposal Timeline

RFP Issued	December 19, 2023
Clarifications submitted to CI	December 20, 2023
Clarifications provided to known bidders	December 28, 2023
Complete proposals due to CI	January 23, 2024
Final selection	January 31, 2024

- 9. Resulting Award** CI anticipates entering into an agreement with the selected bidder by January 31, 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 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](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.

### 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>				