Request for Proposals

Title: Development of a capacity needs assessment tool, and a training of trainers (TOT) toolkit on REDD+ (Reducing Emissions from Deforestation and Forest Degradation) in Kenya
RFP No: UK PACT OO1/2022
Date of Issuance: 4th October 2022

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.

CI through support from the UK PACT (Partnering for Accelerated Climate Transitions) programme is implementing a project seeking to accelerate REDD+ (Reducing Emissions from Deforestation and Forest Degradation) in Kenya for equitable climate mitigation and benefits (ClimateARK). ClimateARK will aim to scale-up and buttress ongoing REDD+ implementation efforts, especially REDD+ Nesting in Kenya, by ensuring a transformative, equitable and inclusive multi-stakeholder approach to nature-based solutions to emission reductions, as identified in Kenya’s REDD+ Strategy.

To achieve this, the project strives to build capacity for functional multi-stakeholder engagement for REDD+ in Kenya focusing on various stakeholder groups including national and county government officials, current and prospective project developers, private sector actors, Indigenous Peoples & Local Communities, women and other social groups, conservation NGOs/CSOs/FBOs, and conservancies. Therefore, capacity building on REDD+ forms a core element of the project. It provides a key avenue for establishment of a key stakeholder base that is knowledgeable on REDD+ in Kenya. This will help support meaningful and inclusive engagement and consultation with different stakeholders.

2. Project Overview

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 by enabling participation and engagement of various stakeholders. Conservation International is supporting the Government of Kenya, through the REDD+ Coordination Office in the Ministry of Environment 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.

REDD+ is a multistakeholder process that requires participation and engagement of all stakeholders. Meaningful engagement and effective participation of relevant stakeholders and forest dependent communities in national policy formulation and local institutional processes for forest conservation and management have implications on implementation of REDD+ strategies. For stakeholders to engage meaningfully, they must be equipped with the relevant information and in this context, the institutional and technical capacity of all stakeholders at different levels is critical in ensuring effective and successful implementation of REDD+. Capacity building for all stakeholders is particularly crucial as REDD+ has to be implemented in complex local environments shaped by multiple land use systems, conflicting policies,
different levels of forest dependencies, sharply divided politics, complex social and cultural relations, unclear governance and tenure structures and differential climate impacts.

Against this background, Conservation International is seeking to engage a consultant to develop a capacity needs assessment tool and a training of trainers’ toolkit for REDD+ in Kenya. The REDD+ TOT training toolkit will be used to enhance the capacity of stakeholders including national and county government officials, current and prospective project developers, private sector actors, Indigenous Peoples & Local Communities, women and other social groups, conservation NGOs/CSOs/FBOs, and conservancies. It will also aim at strengthening knowledge and coordination of non-state actors, including private sector and NGOs, to enhance participation and investments in forest conservation, management, and forest expansion. Specific objectives and outcomes of this consultancy are outlined below. 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:

- Develop capacity needs assessment tool
- Undertake capacity needs assessment of relevant stakeholders including national and county governments, IPLCs, women, youth, and other social groups, collate, analyze and produce capacity gaps report
- Convene consultative meetings and engagement with the firm and all consortium partners to gather content for the Training material, which will be tailored to specific stakeholder groups and have a GESI approach.
- Develop and finalize the TOT toolkit.
- Conduct Training of Trainers

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 capacity needs assessment tool with considerations for Gender Equality and Social Inclusion (GESI)
- Revised capacity needs assessment tool based on feedback from CI and partners/stakeholders.
- Report of the capacity needs assessment.
- Draft TOT toolkit with specific modules on Gender Equality and Social Inclusion (GESI) and Nature Based Solutions (NbS)
- Revised TOT toolkit based on feedback from CI and partners/stakeholders.
- PowerPoint slides of the training modules.

4. Submission Details
a. Deadline. Proposals must be received no later than 25th October 2022 at 5pm EAT. Late submissions will not be accepted. Proposals must be submitted via email to 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 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. A master’s degree in Environmental Science/Studies, Forestry, Natural Resource Management, or a related field.

b. Demonstrated experience developing capacity needs assessment tools and training of trainers’ toolkits.

c. Excellent and broad understanding of REDD+ and the discussions on result based and market-based finance under the UNFCCC Paris Agreement.

d. Experience and track record in similar assignments.

e. Excellent skills in project management and communications, both written and oral, demonstrated in previous assignments.

f. 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:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
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</thead>
<tbody>
<tr>
<td>Does the bidder’s past assignments demonstrate proven experience developing capacity needs assessment tools and training of trainers’ toolkits?</td>
<td>20</td>
</tr>
<tr>
<td>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?</td>
<td>15</td>
</tr>
<tr>
<td>Is the proposed approach and methodology appropriate to the assignment, practical in the prevailing project circumstances, realistic and promise efficient implementation to the assignment?</td>
<td>30</td>
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</tbody>
</table>
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

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8. **Proposal Timeline**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>4th October 2022</td>
</tr>
<tr>
<td>Clarifications submitted to CI</td>
<td>11th October 2022</td>
</tr>
<tr>
<td>Clarifications provided to known bidders</td>
<td>18th October 2022</td>
</tr>
<tr>
<td>Complete proposals due to CI</td>
<td>25th October 2022</td>
</tr>
<tr>
<td>Interviews</td>
<td>31st October 2022</td>
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<tr>
<td>Final selection</td>
<td>2nd November 2022</td>
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9. **Resulting Award** CI anticipates entering into an agreement with the selected bidder by **9th November 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. XXXXXXX

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 US Dollars (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

<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>
<td></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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