

**Date: 29<sup>th</sup> July 2020**

**Request for Proposals  
International/National Consultant to Prepare the Project Document/CEO Endorsement  
Package for a Medium-sized Project (MSP).**

Dear Sir or Madam,

Conservation International Foundation (hereinafter referred to as “Conservation International” or “CI”), is issuing a Request for Proposals (RFP) for **International/National Consultant to Prepare the Project Document/CEO Endorsement Package for a Medium-sized Project (MSP)**.

The attached RFP contains all the necessary information for interested Offerors.

Conservation International Foundation (hereinafter referred to as “Conservation International”), is issuing a Request for Proposals (RFP) to prepare a Project Document/CEO Endorsement Package for a Medium-sized GEF Project titled: “*Strengthening capacity of institutions in The Gambia to meet transparency requirements of the Paris Agreement.*” as part of the GEF Project Preparation Grant (PPG).

The purpose of the PPG is to fully design activities, outputs, and outcomes of the “*Strengthening capacity of institutions in The Gambia to meet transparency requirements of the Paris Agreement*” Medium Size Project (MSP) and to fully develop a set of project documentation for submission to the GEF Secretariat and approval. Standard rules for development of a GEF MSP apply. Copies of the GEF templates and guidelines can be accessed at: <http://www.thegef.org/documents/templates>

Interested Offerors can submit their questions to [procurementafd@conservation.org](mailto:procurementafd@conservation.org) .

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.

Offerors are required to sign a representation of Transparency, Integrity, Environmental and Social Responsibility.

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).

**Request for Proposals**

RFP # **CBIT/AfFD/01**

For the provision of  
**International/National Consultant to Prepare the Project Document/CEO Endorsement  
Package for a Medium-sized Project (MSP)**

Contracting Entity:  
**Conservation International Africa Field Division**

Funded under:

**Vital Signs**

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CI-GEF Services

**Section 1. Instructions and General Guidance**

**1.1 Introduction**

CI, the Contracting Entity, is soliciting offers from Offerors (**firms or consultants**) to submit proposals to carry out **Preparation of Project Document/CEO Endorsement Package for a Medium-sized Project (MSP)**.

**Project Title:** Strengthening capacity of institutions in The Gambia to meet transparency requirements of the Paris Agreement.

**Project Location:** Gambia

**Location of Consultancy:** Home based with travel to the country if COVID 19 situation changes.

**Languages Required:** English

**Duration:** 10 months

**Indicative consultancy start and end dates:** 10 Months (*Heavy lift between 1<sup>st</sup> September 2020 – 28<sup>th</sup> February 2021. The CEO Endorsement Package will be submitted to the GEF week of 26<sup>th</sup> April 2021. The remaining months will be used to address any comments from STAP and the GEFSec.*)

The Capacity Building Initiative for Transparency (CBIT) was established at COP 21 to support

developing countries to enhance transparency requirements as defined in Article 13 of the Paris Agreement. The overall goal of CBIT is to:

- a) Strengthen national institutions for transparency-related activities in line with national priorities;
- b) Provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and
- c) Assist in the improvement of transparency over time

The transparency provisions of the Paris Agreement require developing countries to (a) regularly monitor, analyze, and report their national GHG emissions (by sources) and removals (sinks); (b) Provide information necessary to track progress towards achieving their Nationally Determined Contributions (NDCs); (c) Provide information related to climate change adaptation and mitigation; and (d) Provide information on financial, technology transfer and capacity building support needed and received.

The project titled, “*Strengthening capacity of institutions in The Gambia to meet transparency requirements of the Paris Agreement*” was approved **by the GEF Secretariat in July 2020**. The Implementing Agency (IA) is Conservation International and the Executing Agencies (EAs) are Ministry of Environment, Climate Change & Natural Resources (MECCNAR) and Vital Signs Programme. Notably, this GEF funded project seeks to support The Gambia to meet the enhanced transparency requirements defined in Article 13 of the Paris Agreement.

The approved PIF includes the project components provided below.

**Component 1: Strengthen capacity of national institutions to manage the National Green House Gas Inventory (GHGI) and Measuring, Reporting and Verification (MRV) system to improve transparency over time.**

This component will strengthen national institutions for transparency-related activities through: supporting the Gambia to establish a national Green House Gas Inventory (GHGI) and MRV System; and strengthening structures for GHG data sharing amongst GHG emitting sectors through improving inter and intra-agency coordination

**Component 2: Strengthen capacity of key stakeholders in The Gambia on data management for the GHG emissions inventory and MRV system.**

This component will provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement. This will be achieved through training key personnel from GHG emission sectors to develop the GHGI and utilise the GHGI to prepare their BURs and National Communications (NCs) hence ensure consistent reporting to the UNFCCC.

**Component 3: Development of an integrated knowledge management platform for sharing transparency activities**

This component will result to an integrated knowledge management platform for sharing transparency related information. This information will improve understanding of progress made by the Gambia towards achieving the NDC and; outline support needed and received that will enable the Gambia realise the commitments provided in the NDC. Since this is a platform for sharing transparency information, results of outcome 1 and 2 will also be posted here.

**OBJECTIVES:** The purpose of the PPG is to fully design activities, outputs, and outcomes of the “*Strengthening capacity of institutions in The Gambia to meet transparency requirements of the Paris Agreement*” Medium Size Project (MSP) and to fully develop a set of project documentation for submission to the GEF Secretariat and approval. Standard rules for development of a GEF MSP apply. Copies of the GEF templates and guidelines can be accessed at: <http://www.thegef.org/documents/templates>

## 1.2 Offer Deadline

Offerors shall submit their offers electronically at the following email address, [procurementaffd@conservation.org](mailto:procurementaffd@conservation.org)

Offers must be received no later than **5 PM EAT on 28<sup>th</sup> August 2020**. Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers will not be considered.

## 1.3 Instruction for Offerors

All proposals must be submitted in one volume, consisting of:

- Technical proposal
- Cost proposal, and
- Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility. **[This document must be signed by the Offerors or (Offerors representative) and submitted with the Offeror's proposal to CI]**

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.

### 1. Technical Proposal

The technical proposal shall comprise the following parts:

- Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 3 and 5 pages long, but may not exceed 5 pages.

The Technical Proposal should describe in detail how the Offeror intends to carry out the requirements described in Section 2, Scope of Work (SOW). The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The Offeror should include details on personnel, equipment, and contractors who will be used to carry out the required services.

Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long, but may not exceed 5 pages. CVs may be included in an annex to the technical proposal

and will not count against the page limit. CVs must demonstrate: senior-level qualifications to perform the work described here. Individuals will have, at a minimum, 10 years of experience in the field of conservation and sustainable development, including substantial experience of preparing GEF projects under Climate Change, Biodiversity, Land Degradation focal areas.

- Part 3: Corporate Capabilities, Experience, Past Performance, and 3 client references. This part shall be between 2 and 4 pages long, but may not exceed 4 pages. Please include descriptions of similar projects or assignments and at least three client references.

## 2. Cost Proposal

Offerors shall use the cost proposal template “Detailed Budget” attached in section 2.1. The cost proposal must be valid for at least 90 days after submission to CI. The cost proposal is used to determine which proposals are the most advantageous and serves as a basis of negotiation for award of a contract. 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 **United States Dollar (USD)**. The cost shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. CI reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness or completeness of an Offeror’s cost proposal.

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.

### 2.1. Offeror Proposed Detailed Budget

DESCRIPTION OF SERVICE	DAILY OR HOURLY COST	OTHER COSTS (LOCAL CURRENCY)	TOTAL COST (LOCAL CURRENCY)
<b>TOTAL</b>			

#### 1.4. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

**RFP published** **29<sup>th</sup> July 2020**

**Proposal due date** **28<sup>th</sup> August 2020 (5 PM EAT)**

The dates above may be modified at the sole discretion of CI. Any changes will be published/advertised in an amendment to this RFP.

#### 1.5. Evaluation and Basis for Award

An award will be made to the Offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical capability requirements, and is determined to represent the most advantageous to CI.

	<b>Evaluation Criteria</b>	<b>Total Possible Points</b>
<b>I</b>	<b>Technical Proposal Part I- Technical Approach, Methodology, and Detailed Work Plan</b>	
1	Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	40
2	Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	
3	Does the proposal demonstrate the Offeror’s knowledge related to technical sectors required by the Scope of Work?	
<b>II</b>	<b>Technical Proposal -Part II- Management, Key Personnel, and Staffing Plan</b>	
1	Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?	20
2	CVs for the above indicated technical staff involved?	
<b>3</b>	<b>Technical Proposal -Part III - Corporate Capabilities, Experience, Past Performance, and references</b>	
4	Company Background and Experience – Does the company have experience relevant to the project Scope of Work?	20
<b>III</b>	<b>Cost Proposal- Cost- Includes (Travel, Fee, Charges, any other expenses)</b>	
1	Cost- Lowest Cost	20

## Section 2. Scope of Work, Deliverables, and Deliverables Schedule

### 2.1. Scope of Work

Drawing on the approved PIF and incorporating input from the Conservation International (CI), **Ministry of Environment, Climate Change & Natural Resources (MECCNAR), Vital Signs Programme** and other stakeholders, the consultant will adopt the required CIGEF templates, and lead preparation of the GEF CEO Endorsement Package for the medium-sized GEF project: **Strengthening capacity of institutions in The Gambia to meet transparency requirements of the Paris Agreement.**

The GEF CEO Endorsement Package encompasses the following: (a) ProDoc including a complete Results Framework, Environmental and Social Safeguard plans; (b) Budget (c) CEO Approval template; (d) Tracking Tool (e) Core Indicators and (f) Co-finance Letters. The selected Consultant will also be available to respond to comments from the GEF Scientific and Technical Advisory Panel (STAP) and GEF Secretariat.

The consultant will undertake the following tasks:

1. Desk review: Review relevant national and regional secondary literature, such as: legislative frameworks, relevant project reports, NDCs, National Communications (NCs), Biennial Update Reports (BURs), Biennial Transparency Reports (BTRs), National Adaptation Plan (NAPs), National Adaptation Programme of Action (NAPAs), Nationally Appropriate Mitigation Actions (NAMAs), National Biodiversity Strategies and Action Plans (NBSAPs), baseline studies, current/previous GEF project reports, terminal evaluations.
2. Attend the PPG kick-off meeting to interact with and start the consultation processes with stakeholders in the Gambia
3. Prepare PPG stakeholder consultation workshop report
4. Develop ToRs for key partners (Ministry of Environment, Climate Change & Natural Resources (MECCNAR) and Vital Signs Programme). The ToRs will outline each partner's role and contribution to the project during implementation phase. This will provide clarity on the role of each partner and start discussions on execution arrangements.
5. Submit the ToRs to CIGEF for review and approval.
6. Finalize the project's institutional arrangements
7. Consult with key stakeholders to solicit their input into the development of the ProDoc. These consultations can take place via telephone, electronic conferencing, or in person if the COVID-19 situation allows. As part of these consultations, the consultant is expected to discuss key GEF policies related to the project, including environmental and social safeguards, and co-financing.
8. Obtain co-financing letters from Ministry of Environment, Climate Change & Natural Resources (MECCNAR), Vital Signs Programme and any other project partners.
9. Informed by the literature review and stakeholder consultations, prepare the CEO Endorsement package specifically:
  - a) ProDoc including a complete Results Framework, Environmental and Social Safeguard plans;
  - b) Budget



- c) CEO Approval template
  - d) Tracking Tool
  - e) Core Indicators and
  - f) Co-finance Letters.
10. Incorporate comments from the CI-GEF Project Agency, Executing Agency(ies) and key stakeholders and finalize the CEO Endorsement Package and all related annexes
  11. Respond to comments on the CEO Endorsement package - Revise ProDoc and CEO endorsement package based on feedback from the GEF Secretariat.

## 2.2. Deliverables & Deliverables Schedule

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
<b>Preparatory phase</b>					
1.	A zero-draft outline of the ProDoc (including a results framework) using the outline provided by the CI GEF Project Agency. This draft will indicate gaps that need to be filled and sections requiring elucidation and is intended to be a guide for further preparation of the contents. The zero draft ProDoc MUST have a draft Results Framework and draft safeguards screening form.	Draft outline of the ProDoc including a Draft Results Framework and a Draft safeguards screening form	30 <sup>th</sup> October 2020	40%	<ul style="list-style-type: none"> <li>• Zero-draft outline of the ProDoc. This should draw mainly from the PIF and identify gaps that will be filled during the rest of the project development phase. The Zero draft ProDoc must include a complete Results Framework and safeguards screening form.</li> <li>• Documents approved by CI</li> </ul>
<b>PPG Consultation and data collection</b>					
2.	Stakeholder consultation (Inception/stakeholder consultation workshop, Meetings, and engagements with representatives from the respective Governments and GEF Country focal point and key partner institutions)	Stakeholder inception/consultation report including list of stakeholders consulted (names and contacts)  <b>Date: TBD</b>	30 <sup>th</sup> Nov 2020	20%	Stakeholder inception/consultation report approved by CI

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
	In view of COVID-19 restrictions, this will most likely happen via remote meetings. However, the best approach to undertake stakeholder consultation will be agreed upon with stakeholders after assessing COVID19 situation				
3.	Project institutional arrangements and Final ToRs outlining each partner's role and contribution to the project during implementation phase	<p>i). Final project institutional/implementation arrangement presented clearly showing how the project will be implemented and clear understanding of flow of funds</p> <p>ii). Final ToRs outlining each partner's role and contribution to the project during implementation phase</p>	30 <sup>th</sup> Nov 2020		<ul style="list-style-type: none"> <li>Project institutional arrangements/ Implementation arrangement approved by CI</li> <li>ToRs approved by each partner</li> </ul>
4.	A Zero draft Budget submitted to CI (The OPS team will then work with you to finalize)	Zero draft Budget	30 <sup>th</sup> Nov 2020		<ul style="list-style-type: none"> <li>Zero draft Budget</li> </ul>
<b>ProDoc Package</b>					
5.	(i)First draft of the CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO	a) First draft of the CEO Endorsement Package (inclusive of comments	4 <sup>th</sup> January 2020	35%	First Draft of the CEO Endorsement Package approved by CI (ProDoc, Budget, Core Indicator Sheet,

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
	<p>Approval template, Co-finance Letters) which incorporates comments from Stakeholders submitted to CI</p> <p>(ii) Validation Workshop Report In view of COVID-19 restrictions, this will most likely happen via remote meetings. However, the best approach to undertake stakeholder consultation will be agreed upon with stakeholders after assessing COVID19 situation.</p>	<p>from Stakeholders)</p> <p>b) Validation Workshop report - TBD</p>			Tracking Tool, CEO Approval template, Co-finance Letters).
<b>6</b>	Second draft of the CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO Approval template, Co-finance Letters) which incorporates comments from CI-Africa Field Division	Second draft of the CEO Endorsement Package (inclusive of comments from CI-Africa Field Division)	25 <sup>th</sup> January 2021		Second Draft of the CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO Approval template, Co-finance Letters) approved by CI
<b>7</b>	Final CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO Approval template, Co-finance Letters) which incorporates comments from the CIGEF Project Agency.	Final CEO Endorsement Package (inclusive of comments from the CIGEF Project Agency)	8 <sup>th</sup> February 2021		Final CEO Endorsement Package (Approved by CIGEF)

	<b>Activity</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Pay %</b>	<b>Acceptable Criteria</b>
8	Final CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO Approval template, Co-finance Letters) which incorporates comments from STAP and GEFSec).	Final CEO Endorsement Package (inclusive of comments from STAP and GEFSec)	1 <sup>st</sup> May 2021	5%	Final CEO Endorsement Package (Approved by the GEF)

**Section 3. Procurement and Contract Standards.**



CI-GEF Services Agreement TEMPLAT

**3.1 CI's Service Agreement Template (including Code of Ethics)**

**3.2 Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility (This document to be signed by the Offerors or (Offerors representative) and must be submitted with the proposal to CI. No revisions may be made to this section).**

Solicitation Number: **CBIT/AfFD/01**

D-U-N-S Number (if applicable):

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 scope of work 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: \_\_\_\_\_