



REQUEST FOR PROPOSALS

International Consultant to Prepare the Project Document/CEO Endorsement Package for a Full-sized GEF Project

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 Full-sized Project (FSP) titled: *"The deployment of EarthRanger, a data visualization and analysis software to strengthen Protected Area Management Effectiveness in Africa's National Parks."* as part of the GEF Project Preparation Grant (PPG). Standard rules for development of a GEF FSP apply.

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

Interested Offerors can submit their questions to: procurementaffd@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 and in accordance with [CI's Code of Ethics](#).

TERMS OF REFERENCE

International Consultant to Prepare the Project Document/CEO Endorsement Package for a Full-sized GEF Project

Project Title:	The deployment of EarthRanger, a data visualization and analysis software to strengthen Protected Area Management Effectiveness in Africa’s National Parks.
Project Location:	Regional (Botswana, The Republic of Congo, Mozambique)
Location of Consultancy:	Home based. Due to COVID-19, and restrictions on travel, the international consultant shall manage and work with local experts/consultants who will be recruited by CI and Vulcan. The local consultants based in Botswana, The Republic of Congo and Mozambique will conduct work on the ground, and support desktop research + stakeholder consultations.
Languages Required:	English. <i>(French and/or Portuguese is an added advantage)</i>
Duration of consultancy:	16 Months (Heavy lift between 1 st August 2020 – 31 st April 2021. The CEO Endorsement Package will be submitted to the GEF week of 1st May 2021 . The remaining months will be used to address comments from STAP and the GEFSec)
Consultancy start date:	1st August 2020 – 31st November 2021 <i>(This timeline is indicative and maybe extended to factor delays posed by COVID19)</i>

Please note that since the consultancy will go into early 2021, there might be easing of COVID-19 travel restrictions by then, thus allowing for travel to the project countries. We will evaluate the situation and advice whether the Lead Consultant should travel to the project countries.

1. BACKGROUND

The Global Environment Facility (GEF), Conservation International and Vulcan propose to improve operations of priority protected areas in several countries across Africa to meet current and future threats. Specifically, they seek to collaborate and co-fund investment in infrastructure and technology to achieve a level of operational capacity necessary to make effective use of Vulcan’s EarthRanger Protected Area Management system. The outcome envisioned is major improvement in the operations of key protected areas leading to healthy and stable wildlife populations.

EarthRanger is an easy-to-use online software tool built by Vulcan to meet the unique needs of protected area managers. EarthRanger collects, integrates and displays all historical and real-time data available from a protected area—wildlife, the rangers protecting them, spatial information, and other threats. EarthRanger empowers protected area managers and rangers to take immediate, proactive actions to prevent and mitigate threat incidents. EarthRanger readiness requires investment in technology that produces data for tracking assets, monitoring critical areas and generating the data that the system analyzes and visualizes for improved decision-making.

2. PROJECT DESCRIPTION

The objective of the Project is: To strengthen management effectiveness of priority Protected Areas (PAs) in Africa to deliver Global Environmental Benefits through deployment of the EarthRanger Protected Area Management system and related technologies.

This project comprises of the following components:

COMPONENT 1: Installation of Earth Ranger software together with other required technologies and infrastructure to achieve Earth Ranger readiness. The deployment of technology to improve real-time situational awareness within the context of a resource constrained environment will greatly enable protected area managers to deploy the limited assets and resources at their disposal in a more informed, effective and efficient manner, thereby improving impact and overall management effectiveness. Overseeing the installation of supporting infrastructure will require a multi-faceted approach that covers many areas. It is likely to include arranging for Internet connectivity, sourcing and installing communications systems like digital radios, the construction of operations facilities, and the definition of standard operating procedures,

COMPONENT 2: Learning and knowledge sharing on the Earth Ranger technology. This component seeks to increase uptake and enhance awareness about benefits of conservation technologies – in this case Earth Ranger technology. It is anticipated that through widespread dissemination of Earth ranger’s success stories, other African countries will gain interest to install and use conservation Technologies to manage their PAs.

3. SCOPE OF WORK

Drawing on the approved PIF and incorporating input from the key stakeholders, the International consultant will adopt the required CIGEF templates, and lead preparation of the GEF CEO Endorsement Package for the full-sized GEF project.

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 respond to comments from the GEF Scientific and Technical Advisory Panel (STAP) and GEF Council members. The consultant will also be responsible for preparing the GEF CEO endorsement template and completing the relevant GEF focal area(s) tracking tool(s)/ core indicators.

The consultant shall work with Operational and Finance Staff, providing inputs to activities to develop a comprehensive and accurate budget for project implementation. The consultant will work with the relevant stakeholders to secure co-financing letters.

In consultation with the respective government agencies, a **needs assessment** will be conducted by the Consultant during the PPG Phase to establish which Protected Areas (PAs) will be selected in the target countries to deploy Earth Ranger. An overview of the criteria that will be considered includes: (a) technological readiness, (b) logistical readiness, (c) Current investments. During PPG, an in-depth methodology and criteria for determining Earth Ranger readiness of a PA will be provided.

In consultation with the respective government agencies, the Consultant will also **establish Recurrent Costs of Managing the Target Protected Areas**

4. KEY TASKS

We anticipate that the International consultant will manage and work with a team of local consultants based in the three (3) project countries (Botswana, Mozambique and Republic of Congo). The local Consultants will be recruited by CI and Vulcan.

Generally, the international consultant will lead, manage and work with at-least 3 local experts/consultants representing each country to undertake the tasks listed below. The overall tasks of the international consultant are:

- a) Review and consolidate the GEF CEO endorsement package documents prepared by the local consultants;
- b) Provide quality assurance throughout the PPG process;
- c) Responsible for timely delivery of the PPG deliverables;
- d) On a monthly basis, submit an updated consolidated PPG Gantt chart/workplan in the CIGEF template.

Unless circumstances change, the international consultant will not travel to the 3 countries (due to COVID19). S/He will guide the local experts/consultants to obtain relevant information in accordance with the GEF and CIGEF standards. The international consultant will then compile the information received from the local consultants and prepare the CEO Endorsement Package.

The international consultant will undertake the following specific tasks with support from the 3 local experts/consultants:

1. Undertake a review of relevant literature and documents, including but not limited to: national development plans, NBSAPs, NAPs, NAPAs, current/previous GEF projects, terminal evaluations of relevant GEF projects, and best practices for technical aspects of protected area management.
2. Consult with key stakeholders to solicit their input into the development of the ProDoc. As part of stakeholder consultation, the Consultant will work with Government agencies to establish Recurrent Costs of Managing the Target Protected Areas and undertake a needs assessment to determine Earth Ranger readiness of the PAs. These consultations can take place via telephone, electronic conferencing, or in person, and should at minimum, involve the respective Governments, Civil Society Organizations, Conservation International, Vulcan and other stakeholders.
3. Informed by the literature review and stakeholder consultations, prepare a ProDoc for a full-sized GEF project based upon the approved PIF and project framework. The consultant will also be

responsible for preparing the safeguard plans, the CEO endorsement document and all of the annexes that are needed for the ProDoc.

4. Revise and finalize the ProDoc and CEO approval/endorsement document and all related annexes to address comments from the CI-GEF Project Agency, Executing Agency(ies) and key stakeholders.
5. Develop ToRs for selected key partners. 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.
6. Finalize the project's institutional arrangements
7. Secure co-financing letters from each country (3).
8. 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.
9. Incorporate comments from the CI-GEF Project Agency, Executing Agency(ies) and key stakeholders and finalize the CEO Endorsement Package and all related annexes
10. Incorporate comments from STAP and the GEFSec and finalize the CEO Endorsement Package and all related annexes

5. DELIVERABLES

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
Preparatory phase					
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	17 th Aug 2020	40%	<ul style="list-style-type: none"> • 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. • Documents approved by CI
PPG Consultation and data collection					

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
2.	<p>Stakeholder consultation (Inception/stakeholder consultation workshop, Meetings, and engagements with representatives from the respective Governments and GEF Country focal points and key partner institutions)</p> <p>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>Stakeholder inception/consultation report including list of stakeholders consulted (names and contacts)</p> <p>Date: TBD</p>	31 st Oct 2020	20%	Stakeholder inception/consultation report approved by CI
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>	31 st Oct 2020		<ul style="list-style-type: none"> Project institutional arrangements/ Implementation arrangement approved by CI ToRs approved by each partner
4.	A Zero draft Budget submitted to CI (The OPS team will then work with you to finalize)	Zero draft Budget	31 st Oct 2020		<ul style="list-style-type: none"> Zero draft Budget
ProDoc Package					
5.	(i)First draft of the CEO Endorsement Package	a) First draft of the CEO Endorsement	30 th Nov 2020	35%	First Draft of the CEO Endorsement Package

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
	<p>(ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO Approval template, Co-finance Letters) which incorporates comments from Stakeholders submitted to CI/Vulcan</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>Package (inclusive of comments from Stakeholders)</p> <p>b) Validation Workshop report - TBD</p>			approved by CI (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO Approval template, Co-finance Letters).
6	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/Vulcan	Second draft of the CEO Endorsement Package (inclusive of comments from CI-Africa Field Division/Vulcan)	28 th Feb 2021		Second Draft of the CEO Endorsement Package (ProDoc, Budget, Core Indicator Sheet, Tracking Tool, CEO Approval template, Co-finance Letters) approved by CI
7	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)	31 st April 2021		Final CEO Endorsement Package (Approved by CIGEF)

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
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)	31 st Nov 2021	5%	Final CEO Endorsement Package (Approved by the GEF)

Note: The timelines above are indicative and maybe extended to factor delays posed by COVID19

6. Period of Performance

It is expected that this Consultancy will take approximately **16 Months** (Heavy lift between **1st August 2020 – 31st April 2021**). The CEO Endorsement Package will be submitted to the GEF week of **1st May 2021**. The additional months will be used to address comments from STAP and the GEFSec)

Therefore, the period of performance is: **1st August 2020 – 31st November 2021**. This timeline is indicative and maybe extended to factor delays posed by COVID19)

7. Budget

Individuals should submit a budget in line with the proposed deliverables. The budget should indicate daily date, the number of days expected to complete the deliverables and any additional operational costs including the applicable taxes

8. Services Provided by CI

The Lead Consultant with support from CI will provide the local consultant with an initial orientation and all relevant background documents prior to the kick-off meeting. The Lead Consultant will be available for ongoing conversations, to clarify expectations with regard to the process and outputs. Also, the Lead Consultant will facilitate close coordination between preparation of the ProDoc, development of strategies, systems and processes for the project.

9. Contract Type

Conservation International will issue a fixed-price contract for this consultancy. Per the consultant's proposal and subsequent negotiations, the contract will include a set of fixed payments based on submission of deliverables, per Section 5 (Deliverables), above.

Conservation International will accept proposals from individuals, consulting firms or organizations.

Conservation International anticipates that the work will be completed by a single person. If a team of people is proposed, Conservation International intends to execute a consulting contract with a single individual, firm, or organization, which will serve as the lead entity and be responsible for contractual and financial arrangements with all others.

(a) Minimum Qualifications of Consultants

Conservation International requires an individual or small team of individuals with 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.

(b) Location of Work

The consultant shall work from his or her base of operations.

(c) Monitoring and Evaluation of Consultant Performance

Conservation International will supervise consultant performance and be responsible for review and acceptance of all written deliverables.

(d) Instructions for Submission of Technical Proposals

i. Point of contact: the point of contact for this solicitation is:

Dr. Peter Alele,
Senior Director, Africa Conservation Science Africa, Vital Signs
Proposal submissions and queries should be sent to his attention at:
procurementaffd@conservation.org

ii. Deadline for Submission: The deadline for submission of full RFP is **24th July 2020**

iii. Right of award: CI may reject any or all bids that are not responsive to the Scope of Work.

iv. Language: proposals must be submitted in English.

v. Validity: the proposals will be valid for 90 days after deadline submission date.

vi. Currency: proposals should be budgeted in United States dollars. Payment will be made in United States dollars.

vii. **Technical proposal:** applicants should submit their proposals with a cover letter signed by an authorized representative of the applicant. **The technical proposal should be maximum eight (8 pages) describing (a) The approach and methodology, (b) Workplan, (c) Relevant experience, (d) Highlight Team composition and their expertise; (e) Budget. Other key supporting documents such as detailed project profiles, Resumes, Expert tables etc. should be attached as annexes (8 pages+Annexes)**

viii. **Expert table:** proposals should include a table with the name, position title, and level of effort (in person-days) of all individuals proposed to work on the project.

ix. **Resumes:** proposals should include the resume of all named personnel corresponding to the ToRs

x. **Timeline:** proposals should include a work plan with detailed activities per deliverable for completing the CEO Endorsement Package.

(e) Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criterion	Points
Demonstrated experience preparing GEF Project Documents that received CEO endorsement under the biodiversity, and climate change focal areas in the last 5 years through client references, CVs and project references (include GEF ID)	30
Relevant technical expertise in (a) project design, that addresses climate resilience, and biodiversity conservation (including wildlife conservation); (b) Familiarity with information technology (software and hardware) for conservation; (c) Relevant technical expertise in developing Safeguard Plans	30
Demonstrated work experience in the three countries (Botswana, Mozambique and the Republic of Congo) especially working with government institutions. Experience working in other Francophone and Lusophone countries in Africa is an added advantage.	25
Appropriate budget, demonstrating appropriate allocation of labor days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost effectiveness.	15
Total	100