



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET



REQUEST FOR PROPOSALS

6th December, 2018
RFP No. KN003/2018

Conservation International Foundation (hereinafter referred to as “Conservation International”), is issuing a Request for Proposals for Consultancy Services. This RFP document contains necessary information for interested applicants.

Background: On 22nd May 2018, the Global Environment Facility (GEF) Secretariat approved a mid-sized project *“Strengthening the Capacity of Institutions in Uganda to Comply with the Transparency Requirements of the Paris Agreement”*. See more about the project at [CBIT Uganda](#).

The project is funded through the Capacity Building Initiative for Transparency (CBIT), established at COP 21 to support developing countries to enhance transparency requirements as defined in Article 13 of the Paris agreement in a timely manner.

The project is executed by the Ministry of Water and Environment Climate Change Department (CCD MWE) and the Africa Innovations Institute (AfrII).

Interested offerors should indicate their interest by submitting a proposal for the consultancy to procurementaffd@conservation.org by 16:00 PM (EAT) on December 20th, 2018.

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ETHICS STANDARDS

Conservation International's reputation derives from our commitment to our core values: Integrity, Respect, Courage, Optimism, and 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 violations of the Code of Ethics should be reported to CI via its Ethics Hotline at 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.

Integrity:

- Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.
- Comply with all contractual terms as well as all applicable laws, rules and regulations, domestic and international, in every country where Services are carried out.
- Provide true representation of all Services performed.
- Never engage in any of the following acts: falsification of business document or receipts, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency:

- Avoid conflicts of interest and not allow independent judgment to be compromised.
- Not accept gifts or favors from sub-contractors, suppliers or other 3rd parties that would negatively impact the provision of Services to CI.

Accountability:

- Disclose to CI, at the earliest opportunity, any information you have or become aware of, that may result in a real or perceived conflict of interest or impropriety.
- Implement activities, provide Services, and manage staff and operations in a professionally sound manner, with knowledge and wisdom with the goal of a successful outcome per the terms of this Agreement.

Confidentiality:

- Not disclose confidential or sensitive information obtained during the course of your work with CI.
- Protect confidential relationships between CI and other 3rd parties.

Mutual Respect and Collaboration:

Engage with indigenous peoples and local communities in which CI works in a positive and constructive manner that respects the culture, laws, and practices of those communities, with due regard for the right of free, prior and informed consent.

SECTION1: INSTRUCTIONS AND GENERAL GUIDANCE

1.1. Introduction

CI Africa Field Division (CI AfFD), is soliciting proposals from eligible and interested individual consultants and firms to undertake two consultancies;

- (i) Review existing data sharing mechanisms, develop a technical guide, and facilitate establishment of Memoranda of Understanding (MoUs) for collection, processing, transmission and sharing of data between MWE and the 5 NDC sectors.
- (ii) Conduct a training needs assessment and a data management needs assessment to identify capacity gaps across 5 key emission sectors (Agriculture, Forestry, Waste, Transport, Energy) in collection, processing, transmission and reporting of GHG gender disaggregated data.

1.2. Instructions for applicants

I.2.1. Submission Deadline: Proposals must be emailed to procurementaffd@conservation.org, no later than December 20th, 2018 (4:00 PM EAT). Proposals should be correctly identified with RFP number. **RFP KN003/2018**

I.2.2. Inquiries: Interested Offerors can submit their questions to procurementaffd@conservation.org.

I.2.3. Restrictions on multiple submissions: Each offeror may submit only **one** proposal. Submission of multiple proposals will result in disqualification of the interested offeror.

I.2.4. Communications: Upon issuance of this RFP, CI AfFD, its representative(s), or partners will not answer questions or otherwise discuss the contents of this RFP with any potential Offerors or their representative(s), except for the written inquires described in sub-part I.2.3 above. Attempts to ask questions by phone or in person will not be allowed or recognized as valid. Failure to observe this restriction may disqualify the offeror.

I.2.5. Amendments: Any amendment to this request for proposal will be communicated to all interested offerors and will be published in CI official website.

I.2.6. Validity Period: Offerors proposals must remain valid for 90 calendar days after the RFP deadline.

I.2.7. Terms of contracts: This is a request for proposals only and in no way, obligates CI AfFD to award a contract. In the event of contract negotiation with a successful offeror, CI AfFD will use a firm fixed price contract. A binding contract shall consist of: (1) the RFP and any amendments thereto, (2) the offeror's response (proposal) to the RFP including the offeror's best and final offer and (3) the acceptance of the response (proposal) by "notice of award".

In the event where the offeror fails to deliver the consultancy per the agreed contract terms and conditions, CI AfFD will issue a notice of cancellation terminating the contract immediately.

Minority and Women-Owned Business Participation: Executive order 12432 strengthen efforts to increase purchases to certified Minority Business Enterprise Development. CI AfFD encourages/ takes all affirmative steps to include small and minority businesses and women's business enterprises on its solicitation list.

1.3. Chronological List of Events

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

RFP published	November 30 th , 2018
Deadline for written questions	December 7 th , 2018
Quotations due date	December 20 th , 2018

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

1.4. Submission and Requirement

The proposals must address the following information at the minimum (Financial & Technical) to CI AfFD. The maximum number of pages for technical proposal is 3 and financial must be shared in excel.

I.4.1. Offers must be priced in USD, signed and dated. The price must clearly demonstrate unit price, total cost, and any additional expenses associated with the consultancy.

I.4.2. Past performance: The offerors must provide 3 past performance references of similar work (Under contract or sub-contract). The offerors must provide contact information of companies including Name, Point of Contact who can speak to the offeror's performance, and address of the companies.

1.5. Evaluation and Basis for Award

I.5.1. An award will be made on an all or none basis. Only responses submitted by the bid opening, with required submittal documents and meeting qualifications will be considered. Failure to submit the required information may be cause for rejection of the offer response. CI AfFD reserves the right to waive informalities and minor irregularities in offers received.

I.5.2. Award: CI AfFD will award a contract to the applicants whose quote is considered to be the Best Value to CI AfFD, price and other factors considered. The following factors may be used to evaluate offers:

Criterion	Points
Demonstrated experience working with the Government of Uganda on GEF funded Projects under climate change, biodiversity and land degradation, sustainable forest management, Monitoring and Verification System development focal areas,	60
Relevant technical expertise to the project, including but not limited to: climate change, biodiversity and land degradation, sustainable forest management knowledge management, stakeholder engagements and institutional strengthening.	20
Appropriate budget , demonstrating appropriate allocation of labour 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.	20
Total	100

I.5.3. Award: CI AfFD reserves the right to consider offerors qualifications, references; conduct studies and other investigations as necessary to evaluate any response; request additional relevant information; disqualify offer based on unsatisfactory reference checks, reports and records of service.

I.5.3 Correspondence Address:

Conservation International Africa Field Division (AfFD)
Watermark Business Park
Spring Court, 1st Floor, Ndege Road, Karen
1963-00502
Nairobi (Kenya)

SECTION II: REQUEST FOR PROPOSALS

- 1. Review of inter and intra data sharing mechanisms and development of Memorandum of Understanding and Technical guide for data sharing between Ministry of Water and Environment (CCD MWE) and key emission sectors in Uganda**

Opening Date: 30th November 2018

Closing Date: 20th December 2018

Location: Conservation International-Africa Field Division Nairobi Kenya.

Electronic Submission: procurementaffd@conservation.org

1. General Background

Conservation International (CI) is a non-profit public charity conservation organization, set up in 1987, with headquarters in Arlington, Virginia. It is one of the largest conservation organizations headquartered in the US, with close to 1,000 employees worldwide. Its vision is to protect nature, and its biodiversity, for the benefit of humanity.

On 22nd May 2018, the Global Environment Facility (GEF) Secretariat approved a mid-sized project “Strengthening the Capacity of Institutions in Uganda to Comply with the Transparency Requirements of the Paris Agreement”, See more about the project at [CBIT Uganda](#). The project is funded through The Capacity Building Initiative for Transparency (CBIT), established at COP 21 to support developing countries to enhance transparency requirements as defined in Article 13 of the Paris agreement in a timely manner. The project is executed by the Ministry of Water and Environment Climate Change Department (CCD MWE) and the Africa Innovations Institute (AfriII).

The main objective of this project is to support institutions in Uganda to respond to the Transparency Requirements of the Paris Agreement. The project has three main components:

- Establish & strengthen institutional arrangements for robust GHG emission inventory and MRV System,
- Build the capacity of key stakeholders to collect, process and feed gender disaggregated data into the GHG emissions inventory and MRV system and
- Test and pilot the GHG emission inventory and MRV system.

2. Objectives

The objective of this assignment is to review existing data sharing mechanisms, and develop a technical guide and facilitate establishment of Memoranda of Understanding (MoUs) for collection, processing, transmission and sharing data between MWE and the 5 NDC sectors.

3. Estimated Budget and Reporting

1. **Format:** budgets must be prepared and submitted in Microsoft Excel and explicitly show all units (e.g., labour days), unit costs (e.g., loaded daily rates), and total costs. Excel files should be “unlocked” and show all calculations.
2. **Included costs:** budgets should include lines for:
 - 2.1. **Labour**, by individual expert, in person-days, multiplied by either a base daily pay (in US dollars) or a “loaded” daily pay (e.g., inclusive of fringe benefits, other indirect costs, or fee). Proposed daily rates must be in accordance with the qualifications represented in the resumes of the named individuals.
 - 2.2. **Other direct costs**, including costs for items like telephone, internet, photocopying, small office supplies, etc. (if required).
 - 2.3. **Professional services or subcontracts**, if the applicant will engage experts who are not direct employees of the organization, then, as with Item 3.1 above, these lines should list individual expert, in person-days, multiplied by either a base daily pay (in US dollars) or a “loaded” daily pay (e.g., inclusive of fringe benefits, other indirect costs, or fee). Proposed daily rates must be in accord with the qualifications represented in the resumes of the named individuals.
3. **Budget Justification:** a budget narrative must accompany the budget spreadsheet, justifying proposed costs.

4. Location of Task/Applicable Trips

The consultant shall work from their base of operations and will be required to make visits to identified stakeholders’ organisations in Uganda as necessary.

5. Key Tasks

Under the overall supervision of CBIT Project Manager at the Africa Innovations Institute (AfrII), Vital Signs Africa Field Director and Senior Technical Manager, in close collaboration with the Climate Change Department of the Ministry of Water and Environment (CCD-MWE), the consultant will perform the following tasks:

- Review international best practices in data sharing and develop a plan for technical guide contextualized to Uganda.
- Undertake literature review on existing data sharing mechanisms/Memorandum of Understanding (MoUs) among different Ministries in Uganda especially the NDC Ministries.
- Engage with the key emission sectors and undertake a participatory development and validation of technical guide to share data between MWE and Hubs/sectors
- Convene at least three workshops to get stakeholder views on MoUs and the guide and provide inputs for its finalization.
- Engage with the key emission sectors and undertake a participatory development and validation of MoUs for the 5 sectors between MWE and Hubs/sectors
- Ensure MoUs are signed by sectors and MWE to operationalize the hubs for data collection, processing and sharing (with clearly defined roles and responsibilities; clear inter-sectoral and institutional arrangements)

- Develop an inter-ministerial cooperation framework and ensure it is operationalized through MoUs.
- Formal arrangements for collaboration between MWE, private sector, CSO and Academia developed and operationalized through cooperation frameworks between MWE, private sector, CSO and academia.
- Public launch of cooperation frameworks:
 - Inter-ministerial cooperation framework and
 - Cooperation framework between MWE, private sector, CSO and Academia

6. Deliverables/Estimated Outputs

- (i) Inception report detailing the understanding/ interpretation of the ToRs; the methodology of carrying out the assignment; work plan and implementation schedule as agreed upon with CI, AfrII, and CCD-MWE submitted 5 days after signing of contract.
- (ii) At least three stakeholder consultations to gather views and inform the technical guide.
- (iii) A data sharing technical guide developed in consultation with all stakeholders in Uganda.

7. Required Skills and Experience

VS requires an individual or small team of individuals with senior-level legal/environment qualifications to perform the work described here.

- (i) Individuals will have, at a minimum, 10 years of experience in the field of environmental law, climate change, environment conservation and sustainable development.
- (ii) The consultant(s) have substantial experience working on GEF funded projects under the climate change, biodiversity and land degradation, sustainable forest management focal areas, as well as demonstrable experience working with the Government of Uganda.
- (iii) Experience with national and international climate change legislation and programmes like NDCs, UNFCCC, IPCC guidelines, NCCP, NAMAs is an added advantage.

8. Instructions for Submission of proposals

9. **Point of contact:** the point of contact for this solicitation is the Vital Africa Field Director, Africa Field Division. Proposal submissions and queries should be sent to his attention at:

procurementaffd@conservation.org

- **Right of award:** CI may reject any or all bids that are not responsive to the Scope of Work.
- **Language:** proposals must be submitted in English.
- **Deadline for Submission:** The deadline for submission of full RFP is 20th **December 2018**
- **Currency:** proposals should be budgeted in United States dollars. Payment will be made in United States dollars.
- **Cover and signature:** applicants should submit their proposals with a cover letter signed by an authorized representative of the applicant.
- **Expert table:** proposals should include a table with the name, position title, and level of effort (in person-days) of all individual(s) proposed to work on the project.
- **Resumes:** proposals should include the resume of all named personnel corresponding to the tasks listed in item 6 above.

- **Timeline:** proposals should include a work plan with detailed activities per deliverables indicated above.

10. Evaluation and Selection Criteria

CI will evaluate proposals based on the following criteria:

Criterion	Points
Demonstrated experience working with the Government of Uganda on GEF funded Projects under climate change, biodiversity and land degradation, sustainable forest management, Monitoring and Verification System development focal areas,	60
Relevant technical expertise to the project, including but not limited to: climate change, biodiversity and land degradation, sustainable forest management knowledge management, stakeholder engagements and institutional strengthening.	20
Appropriate budget , demonstrating appropriate allocation of labour 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.	20
Total	100

2. Training and data management needs assessment for key emission sectors in Uganda

Opening Date: 30th November 2018

Closing Date: 20th December 2018

Location: Conservation International-Africa Field Division Nairobi Kenya.

Electronic Submission: procurementaffd@conservation.org

11. General Background

Conservation International (CI) is a non-profit public charity conservation organization, set up in 1987, with headquarters in Arlington, Virginia. It is one of the largest conservation organizations headquartered in the US, with close to 1,000 employees worldwide. Its vision is to protect nature, and its biodiversity, for the benefit of humanity.

On 22nd May 2018, the Global Environment Facility (GEF) Secretariat approved a mid-sized project “Strengthening the Capacity of Institutions in Uganda to Comply with the Transparency Requirements of the Paris Agreement”, See more about the project at [CBIT Uganda](#). The project is funded through The Capacity Building Initiative for Transparency (CBIT), established at COP 21 to support developing countries to enhance transparency requirements as defined in Article 13 of the Paris agreement in a timely manner. The project is executed by the Ministry of Water and Environment Climate Change Department (CCD MWE) and the Africa Innovations Institute (AfriII).

The main objective of this project is to support institutions in Uganda to respond to the Transparency Requirements of the Paris Agreement. The project has three main components:

- Establish & strengthen institutional arrangements for robust GHG emission inventory and MRV System,
- Build the capacity of key stakeholders to collect, process and feed gender disaggregated data into the GHG emissions inventory and MRV system and
- Test and pilot the GHG emission inventory and MRV system.

12. Objectives

The objective of this assignment is to conduct a training needs and data management needs assessment to identify capacity gaps across 5 key emission sectors (Agriculture, Forestry, Waste, Transport, Energy) in collection, processing, transmission and reporting of GHG gender disaggregated data.

13. Estimated Budget and Reporting

4. **Format:** budgets must be prepared and submitted in Microsoft Excel and explicitly show all units (e.g., labour days), unit costs (e.g., loaded daily rates), and total costs. Excel files should be “unlocked” and show all calculations.
5. **Included costs:** budgets should include lines for:
 - 2.1. **Labour**, by individual expert, in person-days, multiplied by either a base daily pay (in US dollars) or a “loaded” daily pay (e.g., inclusive of fringe benefits, other indirect costs, or fee). Proposed daily rates must be in accordance with the qualifications represented in the resumes of the named individuals.
 - 2.2. **Other direct costs**, including costs for items like telephone, internet, photocopying, small office supplies, etc. (if required).

2.3. **Professional services or subcontracts**, if the applicant will engage experts who are not direct employees of the organization, then, as with Item 3.1 above, these lines should list individual expert, in person-days, multiplied by either a base daily pay (in US dollars) or a “loaded” daily pay (e.g., inclusive of fringe benefits, other indirect costs, or fee). Proposed daily rates must be in accord with the qualifications represented in the resumes of the named individuals.

6. **Budget Justification:** a budget narrative must accompany the budget spreadsheet, justifying proposed costs.

14. Location of Task/Applicable Trips

The consultant shall work from their base of operations and will be required to make visits to identified stakeholders’ organisations in Uganda as necessary.

15. Key Tasks

Under the overall supervision of CBIT Project Manager at the Africa Innovations Institute (AfrII), the Vital Signs Africa Field Director and Senior Technical Manager, and in close collaboration with the Climate Change Department of the Ministry of Water and Environment (CCD-MWE), the consultant will perform the following tasks:

- Undertake data management needs assessment across the five key emission sectors
- Develop data management needs report (by making an inventory of available data types, gaps and sharing mechanisms)
- Develop a technical guide for intra and inter-sector data sharing.
- Conduct a training needs assessment (TNA) to identify and or confirm skills gaps across the 5 key emission sectors.
- Carryout a capacity (technical, technological and financial) assessment for the 5 sector hubs for the collection, processing and interpretation of gender disaggregated data.
- Convene a technical meeting to validate the assessment outcomes

16. Deliverables/Estimated Outputs

1. Inception report detailing the understanding/ interpretation of the ToRs; the methodology of carrying out the assignment; work plan and implementation schedule as agreed upon with CI, AfrII, and CCD-MWE submitted 5 days after signing of contract.
2. Reports on;
 - Data management needs assessment across the 5 key sectors detailing capacity of the 5 sector hubs to collect, process and interpret gender disaggregated data,
 - Training needs assessment across the 5 key sectors (Two hard copies and soft copies),
3. List of data sources and key informants
4. Technical meeting convened to validate the assessment outcomes (Presentation of the findings/training needs assessment report to be shared in a stakeholder workshop

17. Required Skills and Experience

VS requires an individual or small team of individuals with senior-level qualifications to perform the work described above.

- i. Individuals will have, at least a minimum of 10 years’ experience in the field of climate change, environment conservation/management and sustainable development.
- ii. Substantial experience working on GEF funded projects under the climate change, biodiversity and land degradation, sustainable forest management focal areas, as well as demonstrable experience working with the Government of Uganda is a major advantage.

We welcome applications from both individual consultants and registered consulting firms.

18. Instructions for Submission of proposals

- **Point of contact:** the point of contact for this solicitation is the Vital Africa Field Director, Africa Field Division. Proposal submissions and queries should be sent to his attention at: procurementaffd@conservation.org
- **Right of award:** CI may reject any or all bids that are not responsive to the Scope of Work.
- **Language:** proposals must be submitted in English.
- **Deadline for Submission:** The deadline for submission of full RFP is 20th **December 2018**
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- **Resumes:** proposals should include the resume of all named personnel corresponding to the tasks listed in item 6 above.
- **Timeline:** proposals should include a work plan with detailed activities per deliverables indicated above.

19. Evaluation and Selection Criteria

CI will evaluate proposals based on the following criteria:

Criterion	Points
Demonstrated experience working with the Government of Uganda on GEF funded Projects under climate change, biodiversity and land degradation, sustainable forest management, Monitoring and Verification System development focal areas,	60
Relevant technical expertise to the project, including but not limited to: climate change, biodiversity and land degradation, sustainable forest management knowledge management, stakeholder engagements and institutional strengthening.	20
Appropriate budget, demonstrating appropriate allocation of labour 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.	20
Total	100