



**Call for Proposals**  
Date: June 11, 2019

No. 001

**Section I. Introductions, Scope of Work, and Deliverables**

**I.1. Introduction**

Conservation International Foundation. (hereinafter referred to as "Conservation International"), is issuing a Call for Proposal for Consulting Services, *ProDoc & PIF*, for GEF project. The successful offeror will be registered in CI's preferred vendor list (PVL) and will be contacted as needed. The successful offeror(s) shall be required to adhere to the code of ethics, statement of work, and the terms and conditions of the contract. This RFP does not obligate CI to execute a contract nor does it commit CI to pay any costs incurred in the preparation and 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.

**I.2. Scope of Work**

The consultant will lead the development of the PIF, Child Projects or Expressions of Interest or ProDoc and the GEF endorsement template for the GEF project. The consultant will work in coordination with the CI-GEF teams and the Executing Agencies to deliver either a PIF, Child Projects or Expressions of Interest or a ProDoc/CEO endorsement template.

PIF, Child Projects or Expressions of Interest: Working with the Executing Agencies and all stakeholders, deliver a completed PIF in line with GEF Focal Area requirements.

ProDoc/CEO endorsement:

Drawing on the approved PIF and incorporating input from the Executing Agency(ies), government and all stakeholders, the consultant will be responsible for preparing the ProDoc and all related Annexes, including a complete Results Framework, Environmental and Social Safeguard screening and resulting safeguard plans, responses to the GEF Scientific and Technical Advisory Panel (STAP), 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). The consultant shall work with Operational and Finance Staff, providing inputs to activities to develop a comprehensive and accurate budget for project implementation.

**I.3. Key Tasks**

The consultant will undertake the following tasks

**PIF/ Child Project/ Expressions of Interest:**

- Study documentation, and use any other existing sources of data and other useful materials in to prepare a Results Framework;
- Review all documentation provided by the Executing Agencies and stakeholders. This documentation will be the background information to complete the PIF template
- Deliver 1st draft of the PIF, including all annexes;
- Incorporate all comments, including budget information from the Executing Agencies and the CI-GEF Agency;
- Support resubmission of the 1-step MSP by incorporating feedback from the GEF Program Manager
- Write and finalize Project Identification Form (PIF), Child Projects and Expressions of Interest.

**ProDoc:**

- Undertake a review of relevant literature and documents, e.g. national development plans, NBSAPs, NAPs, NAPAs, baseline studies, current/previous GEF projects, terminal evaluations, technical studies/reports.
- 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 workshops and/or interviews, and should at minimum, involve the Executing Agencies, government, and stakeholders identified in the PIF.
- Informed by the literature review and stakeholder consultations, prepare a ProDoc for a GEF project based upon the approved PIF and project framework. The consultant will also be responsible for preparing the CEO approval/endorsement document and all the annexes that are needed for the ProDoc.
- Obtain information from key stakeholders as input for budget development and work with the Executing Agency finance lead to make sure the budget is aligned with the project strategy and results framework
- 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.

**I.4. Deliverables**

**PIF:**

- A workplan that specifies monthly activities and milestones
- Participation at Kick-Off meeting and any other meetings organized by the CI-GEF Agency
- The completed Results Framework
- A first draft of the PIF, Child Project or Expression of Interest
- A final draft of the PIF, Child Project or Expression of Interest with all the required annexes, which responds to the comments from the CI GEF Project Agency, Executing Agencies, government and other stakeholders.

**ProDoc:**

- A workplan that specifies monthly activities and milestones
- Participation at the PPG Kick-Off meeting and any other meetings organized by the CI-GEF Agency
- The completed Results Framework following the CI-GEF ProDoc template
- A zero draft of the ProDoc, using the outline provided by the CI GEF Project Agency, the approved PIF, the GEF Secretariat's comments on the PIF, and additional information provided by the stakeholders. 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.
- A first draft of the ProDoc, which addresses all the comments from the GEF Secretariat on the PIF, and the comments from the CI GEF Project Agency on the zero draft of the ProDoc. This first draft incorporates and addresses results from stakeholder consultations and meetings, and it includes the required baseline information, budget, safeguard plans (depending on the agreement with the consultant), etc.,
- A final draft of the ProDoc with all the required annexes, which responds to the comments from the CI GEF Project Agency, Executing Agencies, government and other stakeholders.
- The CEO approval/endorsement document

**I.5. Time Table of Performance**

It is expected that the performance dates are from August 1, 2019 to August 1, 2021. The consultant (s) will be notified with the exact date (s) upon and based on CI's need and requirement.

**I.6. Location:** The consultant shall work from his or her base of operations.

**I.7. Minimum Qualifications**

CI requires an individual or small team of individuals with senior-level qualifications to perform the work described here. Individuals will have, at a minimum, 5 years of experience in the field of conservation and sustainable development, including substantial experience of preparing GEF projects.

**Section II. Instruction for Proposal Submission**

Proposals & Questions shall be submitted electronically to the following email address, [AmericasCallforProposals@conservation.org](mailto:AmericasCallforProposals@conservation.org) by the closing date in Section II.3. Offerors are responsible to ensure their offers are received in accordance with the instructions stated herein. Late offers may not be considered.

**II.1. Technical Proposal**

The Technical Proposal must be submitted in English Language with the following information:

- a. General approach, Methodology, and work plan to include an estimated time-table with key deliverables.
- b. Management, Key Personnel, and Staffing Plan. This section should include CV(s) for key personnel that will be assigned to the implementation of the proposed methodology, clearly defining the roles and responsibilities.
- c. Corporate Capabilities, Experience, and Past Performance.

## **II.2. Financial Information**

A budget in USD must be submitted showing consultant(s) loaded daily rate(s) and level of effort. Proposed loaded daily rate(s) must be in accordance with the qualifications represented in the resume(s) of consultant(s).

## **II.3. Schedule of Events**

The following calendar summarizes important dates in the process. Offerors must strictly follow these deadlines. The dates may be modified at the sole discretion of CI.

Open Call:	June 11, 2019	
Deadline for Questions:	July 25, 2019, 4:00 PM	Eastern Time (ET)
Due Date:	August 12, 2019, 4:00 PM	Eastern Time (ET)

## **II.4. Evaluation and Basis for award**

The offers will be evaluated against the following criteria:

- Relevant Technical Expertise & Past performance
- Approach, Timeline and Detailed work plan
- Budget

## 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](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.

### 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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.