



Terms of Reference 228-FY23
Project Title: Designing 2025 Americas Policy Program Plan

1. Background

Policy frameworks set the rules and incentives for how individuals, governments and private sector behave, with important implications for both people and the planet. Conservation International's Global Policy and Government Affairs division engages all levels of government to scale solutions that protect people and nature. We build upon CI's 30+ years of scientific knowledge, practical experience, and technical and financing expertise to form partnerships with governments, businesses and communities. Together, we develop innovative strategies to better protect ecosystems, and we influence policy and investment decisions to implement these strategies on the ground across several policy areas—from climate and biodiversity to oceans and sustainable development.

The Global Policy and Government Affairs division serves as CI's in-house knowledge hub on policy design and current policy dialogues. We act as a trusted advisor to local, national and global decision-makers, giving them the data, tools, models, connections and counsel they need to better protect healthy ecosystems at a large scale. Conservation International influences global conservation policies, priorities and public funding, and helps to amplify CI's and our partners' results.

CI works in 9 countries in the Americas — Bolivia, Brazil, Colombia, Costa Rica, Ecuador, Guyana, Mexico, Peru and Suriname. With a multidisciplinary team of experts, we work every day to demonstrate the simple truth that people need nature to thrive. Across the region, we have organized our work to support strategic areas of focus that will enable us to maximize our impact. We are committed to restoring our tropical forests and mangrove ecosystems, improving management of our oceans and strengthening the protection of critical landscapes and seascapes where we work.

2. Purpose and Objective

CI recognizes the need to improve its ability to support governments and policies across the Americas. The purpose of this work is to co-design the Americas Policy Program Plan for 2025, with a clear focus on our ability to generate results and scale the impact of CI's work on the ground. The objective of this work is to capture the key areas where CI is best placed to influence decision makers, create impactful government partnerships, and help deliver results around the organizational goals.

3. Scope of the Assignment

The scope of the assignment will include desk research, assessment of the multiple CI's strategy and the co-development of a work program that clear indicates the areas of focus for policy engagement in the Americas. The program should also provide future opportunities and recommendations of the areas that could be strengthened and benefited from a coordinated work.

4. Deliverables

#	Deliverables	Activities	Acceptance Criteria	Due Date (after signing of the service agreement)
1	Detailed workplan and timeline	Develop detailed workplan (1.a)	Delivered within time	7 days

		Design expected timeline of completion (1.b)	Timeline clear and concise	
2	Preliminary Version of the Strategic Program Areas (5-10pgs)	<p>Assess interview records for each of the 9 countries (2.a)</p> <p>Assess global, regional and national CI strategies (2.b)</p> <p>Targeted interview with AfD SVP and International Policy VP (2.c)</p> <p>Design Preliminary Version of the Strategic Program Areas (2.d)</p>	<p>Delivered within time</p> <p>Delivered to specifications</p> <p>Format clear and easy to read</p>	40 days
3	Run of Show – Americas Policy Hub Retreat	<p>Setting up the agenda (2.a)</p> <p>Workshop facilitation methodology (2.b)</p> <p>Conduct the Workshop (2.c)</p>	<p>Interactive</p> <p>Good Communication Skills</p>	50 days
4	Final Version of the Americas Policy Program Plan for 2025 (5-10pg, and ppt presentation)	<p>Post WS interviews with 9 Policy Staff of the AfD (2.a)</p> <p>Design Final Version of the Americas Policy Program Plan for 2025 (3.b)</p>	<p>Delivered within time</p> <p>Delivered to specifications</p> <p>Recommendations clear and concise</p>	120 days

5. Estimated Timeline

This consultancy will run for a period of 4 months.

6. Location of Task/Applicable Trips

This task can be accomplished by a desktop review, online interviews with country teams, physical and/or online meetings, and the workshops in person.

7. Required Skills and Experience

- Master's degree in a relevant field preferably Climate Change, Forestry, Policy, Natural Resources, or any other relevant degree.
- Minimum of 10 years professional experience in environmental or climate change policy, two or more of the following thematic policies: REDD+, sustainable supply chain, carbon markets, restoration, NDCs and NBSAPs.
- In-depth understanding of climate change, restoration, and environmental topics with demonstrated experience with policy work in Latin America.

- Experience working with environmental and climate policies in two or more of the following countries: Brazil, Colombia, Peru, Bolivia, Ecuador, Mexico, Guyana, Suriname, and Costa Rica.
- Strong stakeholder engagement skills and demonstrated practical consulting experience.
- Experience in facilitating roles, preferably thematic workshops.
- Excellent quality of work and strong writing skills, with experience in carrying out interviews and developing strategy for civil society organizations.
- Proficiency in English is mandatory. Portuguese and/or Spanish is any advantage.

8. Compensation

CI will issue a fixed-price contract for this work. Offerors should include their daily or hourly rate, inclusive of all applicable fees and taxes included in their proposal. Per the consultant's proposal and subsequent negotiations, the contract will include a set of fixed payments based on submission and approval of deliverable. Prior to commencement of work, A Service Agreement will be prepared by CI for signature by both parties. CI will cover any travel related expenses, and this should not be presented in the project proposal.

9. Evaluation and Basis for Award

An award will be made on:

- Personal qualifications of the Consultant(s) (25 points)
- Experience with similar assignments (25 points)
- Proposed methodology, organization, timeline, and budget (50 points)

10. Submission of an application

Enquires and applications should be submitted to Conservation International via email to gsouza@conservation.org , compras@conservevation.org, by **maximum January 6th, 2022**. Applications should be limited to 3-4 pages project proposal and include the consultant's fee proposed per section 8.