REQUEST FOR QUOTATION

To: Suppliers of Program Learning Review  
From: Conservation International – Arlington/HQ  
Date: August 3, 2020  
Subject: Request for Quotation - RFQ #: 01

Dear Offerors:

Conservation International- HQ is implementing the Gender Program.

Within this context, CI-HQ is procuring a program learning review. CI-HQ invites all eligible suppliers to provide your best offer for this solicitation by the due date stated in Section II. (Please include all cost related, terms of warranty, Post services in your price quotation)

I. Type of Contract  
The anticipated type of award resulting from this RFQ is a Fixed Price Purchase Order. The chosen vendor will agree to comply with all terms.

II. Submission of Quotations  
All quotations are due on August 31st by no later than 5:00 PM EST. Quotations should be sent by email, in PDF format, to kwesterman@conservation.org with the subject line “Request for Quotation – RFQ #: 01”

All offers must be submitted in one volume, consisting of:  
• A CV or résumé for the proposed lead consultant  
• An example of previous work  
• A cost quote including hourly rate and a breakdown of expected hours per deliverable (found in Annex 1/TOR)  
• Quote must be signed and dated

III. Letter of Interest  
All bidders who wish to submit a quotation are requested to submit a Letter of Interest (via email to kwesterman@conservation.org) by 5:00 PM EST, August 12th.

Quotations submitted after the deadline will be considered “Late” and will be disqualified from further evaluation process.

IV. Questions
Technical inquiries and/or requests for clarification to this RFQ must be made in writing via e-mail to: kwesterman@conservation.org no later than 5:00 PM EST, August 12th. All questions received may be forwarded by CI – HQ to all participating bidders.

V. **Evaluation of Quotations**
CI-HQ will evaluate each quotation on the following scoring criteria.

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Percentage</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?</strong></td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td><strong>Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?</strong></td>
<td>25%</td>
<td></td>
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<tr>
<td><strong>Does the proposal demonstrate the offeror’s knowledge related to technical sectors required by the SOW?</strong></td>
<td>20%</td>
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<tr>
<td><strong>Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?</strong></td>
<td>20%</td>
<td></td>
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<tr>
<td><strong>Cost- Lowest Cost</strong></td>
<td>10%</td>
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</table>

VI. **Specifications of Learning Review**
CI-HQ would like to acquire a consultant to conduct a learning review similar or equivalent to what is described in the TOR found in Annex 1.

**Required Skills and Experience**

We welcome applications from individuals and teams with experience working with gender in international conservation and/or development programs and projects.

- At least 2-3 years of experience conducting complex reviews or evaluations of programs that address gender, social justice and human rights, or similar.
- Experience working with gender and/or human rights in conservation.
- Demonstrated ability to collect, understand, synthesize and analyze qualitative and quantitative data.
- Excellent research and evaluation skills, with an ability to efficiently identify and address gaps in data needed to inform a final review and strategic planning.
- Highly organized, analytical, adaptive and responsive to feedback and changes in direction when needed.
- Exceptional communication and written skills in English, ability to conduct interviews in Spanish a plus.

VII. 

Price for Learning Review
Price must be quoted in USD. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

Quotes should include hourly rate and expected hours per deliverable.

VIII. Reserve the Right
CHQ reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a purchase order, nor does it commit CI to pay any costs incurred by the Offeror in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required.
Annex 1: Gender Program Learning Review – Terms of Reference

Background

Conservation International (CI) works to spotlight and secure the critical benefits that nature provides to humanity. Since our inception, we’ve helped to protect more than 6 million square kilometers (2.3 million square miles) of land and sea across more than 70 countries. Currently with offices in 29 countries and 2,000 partners worldwide, our reach is truly global. For more information on our initiatives, go to www.conservation.org.

For nearly 10 years, CI’s Gender Program has worked internally and externally to advance conservation initiatives that are inclusive and beneficial for both women and men. Around the world, men and women use natural resources differently. As a result, they are affected differently by changes to these resources. Yet too often, these differences are not understood or acknowledged. In many places, women are frequently denied access to resources, have limited power in decision-making, and their knowledge and ideas are often discounted. CI’s efforts aim to ensure that men and women can fully engage in, and equitably benefit from, conservation and livelihood initiatives.

CI’s Gender Program has benefitted from a primary private donor since inception, with an annual budget of around $250,000. The program is staffed by one full-time gender advisor and part-time support from 3-5 thematic and regional staff.

Within the program’s theory of change, the vision is: a healthy, prosperous world in which men and women are equally empowered and able to effectively participate in, and benefit from, the conservation of nature and the goals is: CI is a model of, and global catalyst for, gender-responsive conservation. To successfully achieve this goal, CI’s Gender Program has focused on the following three areas of work:

1. Effective Conservation Practice
   Working in partnership with CI field programs, the Gender Program supports capacity building of staff and partners, and advances site-based activities to systematically integrate gender into new and existing initiatives. Activities include:
• In-person and remote training workshops for field and HQ programs, specific projects, partner organizations and internal network of gender champions.
• Small grants (~$10,000) and technical support to 20+ field programs to gather information and design/implement gender-responsive conservation activities.
• Development of tools, guidelines, and resources for a range of gender-related conservation themes: project design + implementation, M+E, proposal writing, GBV, etc.
• An online Community of Practice to share relevant resources and news

2. Women’s Leadership in Conservation
Recognizing the importance of elevating women leaders in conservation decision-making, the Gender Program provides direct technical and financial support to indigenous women and organizations. The Program has also administered an internal fund to support entry and mid-level field-based female staff in professional development. Specific activities include:
• 10 year-long individualized fellowships for indigenous women + men with the purpose of identifying methods to increase women’s influence in conservation governance and leadership.
• Co-organizing the first Women’s Council meeting of COICA and ongoing support to advance priorities.
• Advising partner indigenous organizations on gender strategy design and delivery.

3. Global Influence and Dialogue
Through sharing CI’s examples and lessons, the Gender Program aims to influence conservation policy, finance and broader conservation practice to effectively incorporate gender into project design, implementation and funding.
• Facilitation of a Gender + Environment Working Group comprised of gender + conservation practitioners in the DC region.
• Produce blogs, videos, published literature to share examples and lessons learned with the broader gender + conservation audience.
• Present/share best practices at major conservation/gender events.

Task Overview

In preparation for the culmination of this first decade of programming, CI will be reflecting on the outcomes and influence of the Gender Program and developing a new strategy to take this important work forward. To aid us in setting the course for the next phase, we seek to hire a consultant or team of consultants to propose a mixed-methods research methodology, lead and carry out a systematic learning review of the CI Gender Program, and write-up and present key findings, conclusions and recommendations.
Purpose and Objectives

The primary purpose of this study will be to inform the development of a new strategy to drive the design, delivery, and influence of CI’s Gender Program. This study will aid CI in reflecting on the outcomes, influence, successes and lessons learned of the previous decade of gender and conservation efforts in order to build upon, adjust and improve these efforts moving forward.

The secondary purpose of the study will be to provide a high-quality, independent review of the program for the benefit of CI’s leadership team and program donors. This review will be highly valuable in displaying the successes of the program as well as demonstrating the earnest intent of the Gender Program to improve upon previous efforts and further advance CI’s impact around the world. As such, case studies, learning briefs and specific examples will be key components of the study.

Key lessons we intend to learn from this review include: how the gender work has supported and been integrated into the organization’s work and approach more broadly; how successfully the gender program has fulfilled the needs of the organization, particularly in field-based programming; and how well the gender program adjusted to respond to unforeseen needs of the organization as well as political and social changes.

Objective 1: To assess the outcomes and influence of the CI Gender Program to date within CI, among key partners, and across the communities where we work. This includes documenting case studies and specific examples to demonstrate outcomes and influence. Lessons we intend to learn from this review include:

- understand and capture the improvement of gender-integrated conservation practice associated with our efforts
- capture the influence of our support for women’s leadership in conservation
- contribution to and influence on global dialogue on gender in conservation

Objective 2: To clearly capture and evaluate the strengths and weaknesses of the strategies and approaches supported by the Gender Program. This includes documenting case studies and specific examples that highlight strengths and weaknesses of the strategies and approaches. Lessons we intend to learn from this review include:
• the extent to which the gender work is supported and integrated into the organization’s work and approach
• how successfully the gender program has fulfilled the needs of the organization
• identification of the primary challenges or barriers – at all levels – that currently inhibit greater or more significant impact
• concrete recommendations/actions to address the challenges/barriers based on interviewee feedback.

**Objective 3:** To identify opportunities and focus for the new program strategy in the short term (2 years) medium term (5 years) and long term (10 years). Based off interviews with key CI staff and partners, and review of the program documents, we intend to learn:

• new methods, practices, areas of focus, strategies and/or solutions that CI should consider implementing
• stakeholder’s goals and evolving support needs over time
• opportunities for further mainstreaming gender across the CI institution

Across the objectives, key questions to answer include:

1. Which strategies and approaches resulted in the most significant positive outcomes? What are the 3-5 most effective investments (in terms of time and money) that move the needle on advancing gender-responsive conservation programming?
2. What are the primary gaps/needs that persist which inhibit effective and efficient delivery of gender-responsive field programs/projects?
3. Does the program’s theory of change (and associated activities) encompass the necessary components to achieve the program’s goal?
4. Are there methods, practices, areas of focus, strategies and/or solutions that CI would benefit from incorporating to increase delivery of gender-responsive field programs/projects?
5. What untapped opportunities exist within CI to catalyze the efforts of the gender program?

The CI Gender Program would like to work with the successful consultant(s) to further refine the scope and objectives of the review including the refinement of the priority questions within the initial phase of the review. All of the findings attributed to these objectives should be backed up with as many clear examples and case studies as possible.

**Audience & Use**
The two main audiences for this review align with the primary and secondary purposes defined above:

1. **CI Gender Program** – to understand the outcomes, influence, successes and disappointments of the previous decade of work in order to shape a clear and tailored vision for amplifying the program’s outcomes.

2. **CI Leadership and Donors** – to clearly display the successes to date and potential of the program to contribute to high quality field program design, delivery, and influence.

We also hope that this review process and final report will be useful to other CI programs and partners in showcasing evidence, learnings, and knowledge for collective action.

**Approach**

We invite interested consultant(s) to design and propose a methodology to achieve the objectives outlined above that speaks to the suggested approach and components outlined in this section. We are open to suggestions and modifications to better ensure that the purpose and objectives of the study are met.

In order to ensure that the findings and recommendations are based on evidence, reflection and data, we suggest that the methodological design of the study include a participatory and mixed methods approach drawing on the following components:

- Review of key internal and external documents detailing previous outcomes, achievements, challenges, and efforts (e.g. reports, case studies, factsheets, guidelines, knowledge products, presentations, etc.).
- Analysis and review of previous Gender Program strategy documents and strategy reviews/surveys.
- Interviews/data collection with key staff in the field and headquarters (10-20)
- Interviews/data collection with select grant recipients (3-5)
- Targeted input from select donors and partner organizations.
- Validation of the findings with those who participated in the data collection and Gender Program staff in order to inform the strategy planning and review process.
Deliverables and Timeline

The proposed objectives, purpose and approach above are reflective of our current thinking regarding what is required to support the advancement of the CI Gender Program’s influence. We foresee that this assessment will take approximately 30-35 days of effort:

- 3 days of planning and inception;
- 3-5 days of document review (e.g. annual reports, workshop/conference reports, field project reports, fellowship reports)
- 15 days of interviews and data collection, analysis, and validation;
- 10 days to produce written deliverables;
- 1-2 days for presentations and debriefing.

However, we welcome specialist consultants to advise in their proposals on what is feasible and realistic.

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<thead>
<tr>
<th>Date</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>September 30</td>
<td>Inception report, outlining final agreed methodology, scope of work, timelines, any tools that will be used during the review, and an initial outline of the report. (This will be informed through discussion and verbal agreement with the CI Gender Program staff.)</td>
</tr>
<tr>
<td>October 30</td>
<td>Narrative report (2-3 pages) on initial impressions and findings</td>
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<tr>
<td>November 30</td>
<td>Robust outline of final report and 3-5 learning briefs (focus to be agreed upon collaboratively)</td>
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<tr>
<td>December 30</td>
<td>Draft of the final report with executive summary and interview summaries</td>
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<tr>
<td>January 15</td>
<td>Presentation and discussion with CI Gender Program and select CI Leadership on findings and recommendations.</td>
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<tr>
<td>January 30</td>
<td>Final Report and executive summary.</td>
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Required Skills and Experience
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- At least 2-3 years of experience conducting complex reviews or evaluations of programs that address gender, social justice and human rights, or similar.
- Experience working with gender and/or human rights in conservation.
- Demonstrated ability to collect, understand, synthesize and analyze qualitative and quantitative data.
- Excellent research and evaluation skills, with an ability to efficiently identify and address gaps in data needed to inform a final review and strategic planning.
- Highly organized, analytical, adaptive and responsive to feedback and changes in direction when needed.
- Exceptional communication and written skills in English, ability to conduct interviews in Spanish a plus.

**Budget**

Due to COVID-19, the review will take place entirely remotely, and as such, we are asking consultants to propose budgets that do not involve travel. Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total pri...
APPENDIX 2

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.

I hereby acknowledge receipt of CI's Code of Ethics and certify agreement and compliance therewith.

FOR SERVICE PROVIDER:

By: _________________________

Title: _________________________