Date: March 1st, 2021

Deadline for Questions: 02/26/21 5pm

Questions and Answers (in blue):

1) It’s not clear if this opportunity is open for firms or only for consultants. Could you please confirm?
   a. This EOI is opened to both consultants and firms.
2) Does the firm have demonstrated experience preparing successful proposals for GCF and/or GEF proposals in the last 5 years. Unfortunately, we do not have direct experience writing winning proposals to either.
   a. This specific EoI is targeted to obtain qualified firms that have successfully submitted and obtained approvals for GEF/GCF proposals. Therefore, if there is no experience on this, it would decrease the attainable points significantly.
3) I would like to request clarification on whether any form of financial offer/declaration or similar is required, i.e. projected daily rates for consultants or similar? I do not see any reference to this requirement within the released information but I just wanted to confirm.
   a. No financial information is required at this point.
4) Could you please send the relevant annex and other paperwork in word format so we can fill and submit them correctly.
   a. Please see file attached.

Request for Expression of Interest

Date: February 12, 2021
Request for Expression of Interest 1. Roster of Consultants to provide Project Preparation Services to CI

Dear Sir or Madam,

Conservation International Foundation (hereinafter referred to as “Conservation International” or “CI”) is a Partner Agency of the GEF and an Accredited Entity of the GCF. As a PA/AE, CI proposes project ideas, concepts, and funding proposals to the GEF and GCF.

CI is issuing a Request for Expression of Interest (EOI) to create a roster of consultants to provide project preparation services to CI including conducting technical studies and formulating project ideas, concepts, and proposals for the Global Environmental Facility (GEF) and/or Green Climate Fund (GCF). Following the EOI, CI will create a robust roster of consultants and will invite consultants on its roster to respond to targeted Requests for Proposal (RFP) for specific project preparation services. The attached EOI contains all the necessary information for interested Applicants.
Interested firms should indicate their interest by submitting an expression of interest by sending an email to cigef@conservation.org by 5pm EST on March 12, 2021. Interested firms can submit their questions to cigef@conservation.org.

Interested firms are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics and, for GCF projects, the GCF Policy on Prohibited Practices.

Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, 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.

Interested firms are required to sign a representation of Transparency, Integrity, Environmental and Social Responsibility when submitting the Expression of Interest.

Any violation of the Code of Ethics or concerns regarding the integrity of the procurement process and documents, should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.
Section 1. Introduction

Conservation International is a Partner Agency (PA) of the GEF and an Accredited Entity (AE) of the GCF. As a PA/AE, CI proposes project ideas, concepts, and full funding proposals to the GEF and GCF for projects around the world that contribute to the protection of the environment and/or climate mitigation and adaptation. A list of current CI GEF and GCF projects can be found at [https://www.conservation.org/gef/projects](https://www.conservation.org/gef/projects) and [https://www.conservation.org/gcf/projects](https://www.conservation.org/gcf/projects), respectively.

To support CI’s growing portfolio of projects, CI is soliciting Expressions of Interest to create a robust roster of highly qualified firms and consultants that have experience in developing successful proposals and conducting technical studies for complex projects in the environmental and climate fields funded by major public or multilateral donors, particularly the GEF or GCF. Once selected to be added to the roster, CI will invite at least three consultants/firms on the roster that demonstrates expertise in a particular assignment to respond to targeted Request for Proposals (RFPs) with a clear ToR for specific CI project needs. Examples of RFP scope of work and terms of reference may be found here:


The roster will be valid for two years. It is important to note that even if the consultant is shortlisted for the roster, CI does not have any obligation to issue the RFP/ToRs to those consultants or to hire them throughout the two-year period.

All work will be done in close coordination with, and under the direction of, CI through its CI-GEF/GCF/other public funding teams and/or CI country programs or divisions that are leading the project. Consultants may also coordinate and work with project partners external to CI, including country governments and project stakeholders.

Section 2. Scope of Work

The objective of the assignment is to provide services for conducting studies and activities needed to prepare high-quality project proposals for submission to the GEF or GCF. Interested firms’ work will contribute to the design and development of Project Identification From (PIFs), Child Projects, Expressions of Interest, GEF Project Documents (ProDocs), and endorsement templates (GEF) and Concept Notes, Project Preparation Facility (PPF ) applications, and Funding Proposals—including its annexes (GCF).

Specific project activities will be specified in individual RFPs issued by CI. The scope of work will vary for each individual project’s needs. The consultant may be responsible for discrete activities and/or deliverables that contribute to the development of projects and proposals, or the consultant may be responsible for all aspects of development and delivery of a final PIF/Concept Note, PPF/PPG application, Child Projects or Expressions of Interest or a ProDoc/Funding
Proposal, including all annexes, per donor templates and requirements. A separate contract will be signed for each project with the firm/consultant selected for each RFP solicitation.

Consultant activities may include, but are not limited to, the following tasks:

- Conducting technical and/or financial studies (e.g., baseline, feasibility), assessments, and analysis related to the climate or environmental problem, market assessments, economic analyses, project/program risk assessments
- Conducting any pre-requisite studies, planning and modeling needed to determine project/program objectives
- Developing elements of project design, including a results framework (GEF) or logical framework (GCF) and theory of change
- Conducting assessments of the project/program against GEF/GCF project criteria
- Conducting studies and stakeholder consultations and developing Action Plans related to gender, environmental and social safeguards, and monitoring and evaluation
- Developing workplans, staffing plans, budgets, procurement plans, and operations and maintenance plans, in coordination with CI operations and finance staff
- Coordinating with CI country programs or divisions; national, regional, or local governments; project partners; potential subgrantees; private sector entities; and other project stakeholders in the development and revision of the project documents. Such coordination may include securing letters of support or non-objection letters from governments, co-financing commitment letters, or other relevant documentation required for submission.
- Preparing the GEF/GCF proposal documents, including PIF/Concept Note, PPF/PPG application, and ProDoc/Funding Proposal with some or all related annexes and/or GEF endorsement template
- Addressing reviews by CI, governments, the GEF/GCF Staff, Scientific and Technical Advisory Panel (STAP/ITAP), GEF/GCF Council Members, and/or other donors and providing technical advice on re-designing or re-structuring projects based on feedback from CI or donors
- Providing project management support to ensure on-time development and submission of deliverables and/or proposals
- Providing support services for the proposals such as training and capacity building, project kick-off and startups, document editing, translation, and/or legal analysis

Section 3. Request for Expression of Interest

CI invites eligible firms and consultants to indicate their interest in providing the services described above. Interested firms and/or consultants must follow the template included in Annex 1 and shall submit their expression of interest electronically at the following email address: cigef@conservation.org.

EOIs must be received no later than 5pm EST on March 12, 2021. Interested firms are responsible for ensuring that their EOIs are received in accordance with the instructions stated herein. Late
EOIs will not be considered. Questions can be sent via email to: cigef@conservation.org on or before 5pm EST on February 26, 2021.

This EOI does not constitute a solicitation. CI does not require bids or proposals at this stage; this request is merely seeking an expression of interest in participating in a forthcoming tender. A response to this Request for Expression of Interest does not automatically ensure that submitting companies will be selected to participate in the subsequent Request for Proposals.

Section 4. Qualifications

Interested Firms must have at least 5 years’ experience in conducting similar assignments, extensive professional experience and proven track record in the preparation of environmental and/or climate projects, and experience working in developing countries, preferably in geographies where CI works. If interested firms have less than 5 years of experience in conducting similar assignments, CI will not consider the EOIs as valid.

Section 5. Evaluation and Basis for Roster Selection

EOIs shall be evaluated in accordance with the Interested Firm’s demonstrated capacity, track record and experience and technical expertise. Only eligible and qualified Consultancy Firms/Service Providers based on the above shall be invited to participate in the competitive bidding process. EOIs must score a minimum of 70 points under the Evaluation Criteria below to be added to the Roster.

Roster Selection will be finalized approximately 4 weeks after the Expression of Interest deadline. Selected Applicants will be invited to respond to individual RFPs throughout the two-year span.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Total Possible Points</th>
</tr>
</thead>
</table>
| Demonstrated experience with preparing successfully approved GEF and/or GCF project proposals in the last 5 years  
  1) 1 project = 20 points  
  2) 2 projects = 23 points  
  3) 3+ projects = 25 points | 25 |
| Demonstrated track record in the regions listed in Table 1, Experience in Region  
  1) 1 region = 10 points  
  2) 2 regions = 13 points  
  3) 3+ regions =15 points | 15 |
| Demonstrated track record in at least 3 subject matters listed in Table 2, Subject Matter Expertise  
  1) 1 Subject Matter = 15  
  2) 2 Subject Matters = 17  
  3) 3+ Subject Matters =20 | 20 |
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team composition, CVs and Organizational Chart demonstrating at least 5 years' experience in conducting similar assignments</td>
<td>15</td>
</tr>
<tr>
<td>Overall description of technical approach to undertake assignments</td>
<td>15</td>
</tr>
<tr>
<td>3 client references</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
ANNEX 1 – Expression of Interest

Expressions of Interest shall include a description of your firm’s approach and qualifications for the anticipated assignments including your team’s composition for similar assignments. Submission must also include Tables 1 and 2 below.

Table 1. Experience in Region:

<table>
<thead>
<tr>
<th>Region</th>
<th>Experience (yes/no)</th>
<th>Languages (Spoken/Written)</th>
<th>Details-Project Description (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asia Pacific</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caribbean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern Europe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latin America</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 2. Subject Matter Expertise

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Experience (yes/no)</th>
<th>Please provide project title or similar assignment, a brief description of the project and Applicant’s role, and if/when it received approval from the donor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climate Change Mitigation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climate Change Adaptation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Sector Climate Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biodiversity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Waters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Degradation and Restoration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecosystem-Based Adaptation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals and Waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social and Environmental Safeguards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender Assessment and mainstreaming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring and Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Use and Forestry / REDD+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Ecosystem Services / PES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carbon Markets and Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climate Information Early Warning Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climate Resilient Livelihoods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climate Resilient Health, Water, Food Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional and Regulatory Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact Evaluations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex 2.
Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility
This document must be signed by the Offerors or (Offerors representative) and must be submitted to CI with the EOL No revisions may be made to this section

Solicitation Number: Number of RFP (if available)

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. CI’s Code of Ethics 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.

I. With respect to CI’s Code of Ethics, we certify:
   a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:
   a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
   
   b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:
   a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror’s business.
b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.

c. We are/were not involved in writing or recommending the scope of work for this solicitation document.

d. We have not engaged in any collusion or price fixing with other offerors.

e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.

f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.

g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.

h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).

i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”.

Name: ________________________________

Signature: ________________________________

Title: ________________________________

Date: ________________________________