



## Request for Proposals (RFP) Template

**Date: 26<sup>th</sup> October 2020**

### Request for Proposals # BOP-2020-10-04

Dear Sir or Madam,

Conservation International Foundation (hereinafter referred to as “Conservation International” or “CI”), is issuing a Request for Proposals (RFP) for the **Blue Oceans Visioning and prioritization Workshop Facilitator**.

The attached RFP contains all the necessary information for interested Offerors.

In Liberia, coastal and marine ecosystems provide a range of ecological goods and services for nearly 58% of Liberia’s 4 million people who live within 60 km off the coast. These ecological goods and services such as food, timber, fuelwood, medicine, transportation of goods, climate regulation and coastal protection among others are central to the livelihoods and food security of Liberia’s coastal communities.

Despite being critical for sustaining life and human well-being in Liberia, coastal and marine ecosystems face several threats including coastal erosion, pollution, poverty, over exploitation/unsustainable resource use, and increasing demand for its resources due to a burgeoning population looking to reside along its coast bringing increased coastal development, unregulated waste disposal and unsustainable extractive practices. In addition, the country suffers from: poor marine management; inadequate legislation and gaps in national policy; limited institutional capacity and coordination in government ministries; limited awareness and knowledge among decision makers and resource users; insufficient public and private financing; and lack of a robust monitoring and integrated knowledge management system to monitor ecosystem health and pollution of coastal and marine ecosystems.

Thus, to address the challenges and barriers facing Liberia’s coastal and marine ecosystems, the Government of Liberia and CI-L, with funding from the Swedish Embassy, held a Blue Oceans Conference in Monrovia in 2019 where a call to action and voluntary commitments were developed focused on four thematic areas including: (a) Blue economy (b) Climate change (c) Sustainable fishing (d) Marine pollution to address threats facing Liberia’s coastal and marine environment.

Against this backdrop, the Government of Liberia and CI-L with funding from the Swedish Embassy have kick-started a Blue Oceans Programme (BOP) focused on the above four thematic areas to “promote sustainable management of Liberia’s coastal and marine ecosystems to alleviate poverty, protect biodiversity, and mitigate and adapt to climate change.” To this end, CI-L is seeking the services of a Consultant to facilitate a multi-stakeholder workshop on developing a vision and priorities for Blue



Oceans programme in Liberia. The facilitator will ensure that the workshop is fully participatory and adheres to best practice in stakeholder engagement.

Offerors **[firms or consultants]** should indicate their interest in submitting a proposal for the anticipated agreement by sending an email to [hrliberia@conservation.org](mailto:hrliberia@conservation.org) by **[1700hrs] [UTC/GMT] on [17<sup>th</sup> November 2020]**. Interested Offerors can submit their questions to [gilebo@conservation.org](mailto:gilebo@conservation.org) and [solomon.daryoue@gov.se](mailto:solomon.daryoue@gov.se)

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.

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.

Offerors are required to sign a representation of Transparency, Integrity, Environmental and Social Responsibility.

Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

### **COVID 19 Guidelines**

Service Provider shall adhere to all applicable international, national or local regulations and advisories governing travel, including safety, health and security measures in effect throughout the Period of Performance.

It is expected that CI and the Offeror will take into consideration and plan around the international, national or local regulations and advisories governing travel, including safety, health and security measures in effect in the countries that the consultant is expected to visit. Virtual consultations are possible and expected where in-person field work is not possible.



**Request for Proposals**

RFP # **BOP-2020-10-04**

For the provision of

**Blue Oceans Visioning and prioritization Workshop Facilitator**

Contracting Entity:

**Conservation International Liberia**

Funded under:

**Blue Oceans Programme**



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### Section 1. Instructions and General Guidance

#### 1.1 Introduction

CI, the Contracting Entity, is soliciting offers from Offerors **[firms or consultants]** to submit proposals to carry out **Consultancy as the Blue Oceans Visioning and prioritization Workshop Facilitator in Liberia.**

#### OBJECTIVES:

The purpose/objective of this consultancy is to facilitate a three-day multi-stakeholder visioning workshop for the Blue Oceans programme



## 1.2 Offer Deadline

Offerors shall submit their offers electronically at the following email address: [hrliberia@conservation.org](mailto:hrliberia@conservation.org)

Offers must be received no later than **17:00hrs Liberia time on 17<sup>th</sup> November 2020**. Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers will not be considered.

## 1.3 Instruction for Offerors

### How to Apply

- Qualified Individual Consultants are invited to submit a proposal that must include the following:
- Cover letter: A short (maximum one page) explaining the Consultant's suitability including a brief description of the consultant's recent experience on similar and/or comparable assignments;
- Technical Proposal (maximum eight pages) highlighting: brief explanation about the Consultant's previous experience in this kind of work; understanding of the ToRs, the task to be accomplished as well as the methodology; and a work plan with detailed activities for completing the tasks.
- Financial Proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees, accommodation, per-diems, transport cost, stationeries, supplies needed for data collection, and other costs related to data collection and data processing
- Recent CV of the Consultant

All proposals must be submitted in one volume, consisting of:

- Technical proposal
- Cost proposal, and
- Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility. **[This document must be signed by the Offerors or (Offerors representative) and submitted with the Offeror's proposal to CI]**

This RFP does not obligate CI to execute a contract nor does it commit CI to pay any costs incurred in the preparation or 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.



## 1. Technical Proposal

The technical proposal shall comprise the following parts:

- Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 3 and 5 pages long but may not exceed 5 pages.

The Technical Proposal should describe in detail how the Offeror intends to carry out the requirements described in Section 2, Scope of Work (SOW). The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The Offeror should include details on personnel, equipment, and contractors who will be used to carry out the required services.

- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long but may not exceed 5 pages. CVs may be included in an annex to the technical proposal and will not count against the page limit.

**CVs must demonstrate the following qualifications:**

- Master's degree in marine biology, protected areas management, biodiversity conservation, natural resource management, environmental science/ engineering or related field
  - Proven track record of performing feasibility studies and economic analyses
  - Proven ability to proactively engage with a range of relevant stakeholders to ensure inclusion of all necessary partners
  - Strong written and oral communication skills in English
  - Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours.
- Part 3: Corporate Capabilities, Experience, Past Performance, and 3 client references. This part shall be between 2 and 4 pages long but may not exceed 4 pages. Please include descriptions of similar projects or assignments and at least three client references.



## 2. Cost Proposal

**The proposed budget range is USD 4,000 to USD 5,200 to cover all costs (fees and reimbursables)**

- 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.
- Included costs: budgets should be in United States dollars and should include lines for:
  - Labour for individual expert, in person-days, multiplied by either a base daily pay 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.
  - Other direct costs, including costs for items like telephone, internet, photocopying, small office supplies, etc. (if required).
- Budget Justification: a budget narrative must accompany the budget spreadsheet, justifying proposed costs.

Offerors shall use the cost proposal template “Detailed Budget” attached in section 2.1. The cost proposal must be valid for at least 90 days after submission to CI. The cost proposal is used to determine which proposals are the most advantageous and serves as a basis of negotiation for award of a contract. The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in **[US dollars]**. The cost shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. CI reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness or completeness of an Offeror’s cost proposal.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.



## 2.1. Offeror Proposed Detailed Budget

Please ensure you prepare your budget in Excel and it follows the format below:

[BUDGET TABLE APPLICABLE TO SERVICES]

DESCRIPTION OF SERVICE	DAILY OR HOURLY COST	OTHER COSTS (LOCAL CURRENCY)	TOTAL COST (LOCAL CURRENCY)
<b>TOTAL</b>			

## 1.4. Chronological List of Proposal Events

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

<b>RFP published</b>	<b>26<sup>th</sup> October 2020</b>
<b>Deadline for written questions</b>	<b>3rd November 2020</b>
<b>Proposal due date</b>	<b>17<sup>th</sup> November 2020</b>

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

## 1.5. Evaluation and Basis for Award

An award will be made to the Offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical capability requirements, and is determined to represent the most advantageous to CI.

	<b>Evaluation Criteria</b>	<b>Total Possible Points</b>
<b>I</b>	<b>Technical Proposal Part I- Technical Approach, Methodology, and Detailed Work Plan</b>	





1	Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	[15]
2	Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	[15]
3	Does the proposal demonstrate the Offeror's knowledge related to technical sectors required by the Scope of Work?	[15]
<b>II Technical Proposal -Part II- Management, Key Personnel, and Staffing Plan</b>		
1	Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?	[15]
2	CVs for the above indicated technical staff involved?	[15]
<b>3 Technical Proposal -Part III - Corporate Capabilities, Experience, Past Performance, and references</b>		
4	Company Background and Experience – Does the company have experience relevant to the project Scope of Work?	[20]
<b>III Cost Proposal- Cost- Includes (Travel, Fee, Charges, any other expenses)</b>		
1	Cost- Lowest Cost	[5]

## Section 2. Scope of Work, Deliverables, and Deliverables Schedule

### 2.1. Scope of Work

The Consultant will Work with CI-L, Embassy of Sweden, Government agencies, private sector, civil society organizations, local community members and others to agree upon the scope and outcomes of the visioning workshop and to design an agenda accordingly. **The Anticipated period of performance is about 7 days**

### 2.2. Deliverables & Deliverables Schedule

Key tasks

Design of the process including design of participants questions



Familiarizing him/herself with the background on the situation along the coast of Liberia through reading and discussions with the team

One (1) day preparation with the team in Liberia

Three (3) days of workshop facilitation

Report of the workshop proceedings

The consultant is required to submit deliverables that will be reviewed and approved by CI-L technical staff as indicated below:

#	Description of Deliverable	Timeframe
1	An inception report including a work plan, detailed methodology, report format and timeline	Day 1
2	Development of the workshop agenda and facilitation of the workshop for three (3) days	Day 2 -5
3	Draft Workshop facilitation report	Day 6
4	Final workshop facilitation report	Day 7



### Section 3. Procurement and Contract Standards.

**3.1 CI's Service Agreement Template (including Code of Ethics) [Attach approved Services Agreement Template adapted to include Donor Procurement requirements and other donor flow-downs where applicable]**

**3.2 Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility [This document to be signed by the Offerors or (Offerors representative) and must be submitted with the proposal to CI. No revisions may be made to this section.]**

Solicitation Number: **BOP-2020-10-04**

D-U-N-S Number (if applicable): **XXX-XXX-XXX**

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](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.

**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". **[Include additional sanctions lists of the country of a public donor, if required by the donor.]**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_