

Request for Proposals (RFP)

Date: 7 April 2021

Request for Proposals # GICSR-2021-04-01

Dear Sir or Madam,

Conservation International Foundation (hereinafter referred to as “Conservation International” or “CI”), is issuing a Request for Proposals (RFP) for **consultancy to work with Mano Palm Oil Industry (MPOI) and develop Corporate Social Responsibility (CSR) and Sustainability policies and commitments.**

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

Offerors [**firms or individual consultants**] should submit their proposals via email to hrliberia@conservation.org by **17:00hrs Liberia time on 28 April 2021**. Late submission will be automatically rejected.

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.

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.

TERMS OF REFERENCE SUSTAINABILITY ORGANIZATION/FIRM

Background

In 2018, Conservation International Liberia (CI-L) secured a grant from Partnership for Forests (P4F) to pilot a Sustainable Development Concession (SDC) model with Sime Darby Plantation Liberia (SDPL). The SDC model is premised on: community-driven palm oil development; sustainable livelihood opportunities – through green jobs and production of agricultural food and cash crops; and conservation of High Carbon Stock (HCS) and High Conservation Value (HCV) forest areas in Northwest Liberia landscape.

However, due to the divestment of SDPL to Mano Palm Oil Industries (MPOI), P4F halted the implementation of the SDC model. This has caused uncertainty for communities who are in dire need for economic development, which has been exacerbated by COVID-19 pandemic, and exerted additional pressure on people and forests in Northwest Liberia Landscape.

To this end, CI-L is actively engaging all interested parties at the highest levels including MPOI, and the Government of Liberia to ensure their commitment to sustainable palm oil production and the SDC approach.

As a Liberian company that is new to the Palm oil sector, MPOI has been focused on transitioning operations, managing employment issues and community commitments/expectations, and is currently reviewing its business plans and setting targets on sustainable palm oil production.

Against this backdrop, CI-L seeks to engage a sustainability consultant/firm to: advance MPOI's understanding of the business value of sustainable palm oil production and support the company to establish industry best practices that include forest conservation, climate responsible management practices, community-centered development and transparency in reporting.

About CI

Conservation International (CI) is a global non-governmental organization that has been protecting nature for the benefit of all for over 30 years. Building upon a strong foundation of science, partnership and field demonstration, CI empowers societies to responsibly and sustainably care for nature for the well-being of humanity. CI works in more than 40 countries on four continents.

Conservation International has been active in Liberia for over 15 years working closely with communities, private sector, government and civil society leaders to support conservation and sustainable development. With enormous wealth of natural resources, Liberia is at a vital point in its development history and has an opportunity to encourage investors and promote

development initiatives that both support economic growth and development while maintaining Liberia's critical natural capital for future generations.

Summary

The primary focus of the consultant group/firm is to develop MPOI Corporate Social Responsibility (CSR) and Sustainability policies and commitments. This includes working with MPOI leadership and staff to understand what "sustainability" means for the palm oil industry and for MPOI- Also, it includes understanding what MPOI's the business value of sustainability performance is and how that can help MPOI to achieve operational improvements and reduce volatility, improve community relations, access to market, access to finance, resilience to shocks- COVID-19.

The firm will be responsible to support MPOI in reaching sustainability commitments and policies that reflect the Liberian context and MPOI's vision for their company and its desired legacy for people, nature, and production in the landscape.

Key Responsibilities

- Conduct an assessment of MPOI Management understanding on sustainability principles and identify gaps
- Develop a training plan and materials for capacity building based on the above identified gaps
- Conduct training workshops with MPOI leadership and staff
- Conduct Strength, Weaknesses, Opportunities and Threat (SWOT) analysis on sustainability for presentation to MPOI leadership and staff
- Work with MPOI leadership to define a vision for MPOI sustainability in the landscape.
- Development MPOI stakeholder engagement strategy and implementation plan.

Expected outputs/Deliverables

1. Assessment Report on MPOI understanding of sustainability principles
2. Capacity building plan and Materials developed to address sustainability gaps
3. MPOI Sustainability SWOT analysis report
4. MPOI Stakeholder engagement strategy and implementation plan
5. MPOI sustainability vision and mission statements

The above deliverables will form the basis by which the Consultant firm will be paid. Therefore, the Consultant firm will develop monthly work plans that outline specific deliverables and activities for that month to be approved by the Project Lead (Supervisor).

The Consultant firm will also produce monthly progress reports that will be reviewed and approved by Project Lead (Supervisor).

Contract Details

Term: The contract period covers 3 months. Actual start and end date to be confirmed in the contract.

Reporting: The contractor will report to the Project Lead of Conservation International Liberia. The contractor will have significant interaction and receive guidance/direction from other members of the Country Management and regional Project delivery team as stipulated.

Expertise and Experience

The suitable person must have a minimum of a Master's degree in the fields of Social Sciences, Environmental Sciences, Natural Resource Management, Integrated Landscape Management, Forest & Conservation, Sustainable Development, Agriculture, Oil Palm Development, Communications Strategy or any other related fields.

- Minimum five years demonstrable experience of streamlining sustainability principles and criteria, as well as developing corporate social responsibility commitments in commodities including palm oil. The consultant/firm must demonstrate proven experience in working with oil palm concessions, particularly in Liberia and understanding of international certification standards such as the Round Table on Sustainable Palm Oil (RSPO)
- The consultant/firm must demonstrate the capacity to design training materials based on a needs assessment of the oil palm company
- Experience of working within a diverse team, self-motivated, using initiative and responding appropriately to constructive feedback
- Ability to work independently

Application Process

Interested Consultants/firms must submit the following documents:

1. Cover Letter
2. CV
3. Technical & Financial proposals

The Proposals MUST include:

a) Technical:

The offer must be submitted in English Language. The following should be included in the offer:

- a) Individual/company profile: Name, size, years of experience, description of services offered
- b) Description of detailed work plan, approach, and timeline to meet the expected deliverables-
- c) CV(s) of the consultants/firm who will be assigned to the implementation of the proposed methodology.
- d) If company or firm, legal registration documents, including business registration, tax clearance, etc

b) Financial:

A detailed budget in USD with a brief narrative. The budget must show the level of effort and the number of staff involved in this assignment, estimated travel cost and other direct costs associated with the assignment.

Evaluation criteria:

Award (s) will be made to the offeror (s) 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 advantage to CI.

- i. Relevant Technical Expertise (20 marks)
- ii. Past performance (10 marks)
- iii. Approach, Timeline and Detailed work plan (40 marks)
- iv. Budget (30 marks)

Terms of the Contract:

This is a request for proposal only and in no way, obligates CI to award a contract. In the event of contract negotiation with a successful offeror, CI will issue contract using appropriate template. The terms of the contract are non-negotiable.

Please submit your proposal via email to: hrliberia@conservation.org

Deadline for submission of proposals is **April 28, 2021**.