**Wildlife Insights Data Specialist**
Request for Proposals (RFP)

**Background**
Conservation International (CI), on behalf of the Wildlife Insights partners, invites applications for a Data Specialist to support data collection efforts, data transformation and provide technical support to core Wildlife Insights team and platform developers as needed.

Wildlife Insights is a new platform that aims to revolutionize wildlife conservation by providing cutting edge artificial intelligence technology, a cloud-based data sharing platform and access to the world’s largest and most diverse camera trap dataset. By bringing together the latest in conservation technology, Wildlife Insights is enabling conservationists to leverage big data for wildlife conservation. The Wildlife Insights partners include Conservation International, Smithsonian Institution, Wildlife Conservation Society, North Carolina Museum of Natural Sciences, WWF, Map of Life, Zoological Society of London and Google.

**Application deadline**
Consultants should submit their proposals electronically to Nicole Flores at ciprocurement@conservation.org no later than 5:00pm January 3, 2021 (PST). Conservation International reserves the right to consider applications received after this date.

The successful applicant should be prepared to start work by February 1, 2021. The anticipated duration of this consultancy is approximately one (1) year, dependent on cost and allocated hours.

**Scope of Work**
The Wildlife Insights team is looking for an enthusiastic and motivated Data Specialist to develop code and materials to help new Wildlife Insights users overcome one of the
The largest barriers to sharing camera trap data are data standardization. To address this barrier, Wildlife Insights has established robust data standards that must be met by all incoming data. But for many prospective Wildlife Insights users, this means that they will need to transform data that they have already collected and processed into the Wildlife Insights data standard.

The Data Specialist will play an important role in enabling these prospective users to easily migrate their legacy data into Wildlife Insights by supporting data gathering and dataset creation. By helping to address a key data sharing barrier, the Data Specialist will ultimately help to grow the Wildlife Insights database and our understanding of global wildlife populations. In addition, the Data Specialist will play a technical support role to Wildlife Insights staff and developers on technical issues.

The Data Specialist will lead efforts to help data providers transition from their current camera trap data management system to Wildlife Insights. This work will involve:

- writing code to transform data from existing camera trap data management software packages into the Wildlife Insights standard format
- working closely with priority data providers to build custom transformations into the Wildlife Insights standard
- developing code and/or software to automate and simplify the data transformation and image upload process for non-technical users
- creating documentation and guides (written and visual) for reproducing code
- providing technical support to the WI staff and development team as required

The Wildlife Insights Data Specialist will interact with researchers, protected area managers, and other conservationists across the world and collaborate with a dedicated team committed to designing solutions to advance wildlife conservation. We are looking for a mission-driven data specialist to apply their expertise to the conservation field!

**Instructions for applying**
Qualified consultants are invited to submit a proposal that must include the following:

- **Cover letter**: A short (maximum two pages) document explaining the applicant's suitability for the position, including a brief description of relevant experience.

- **Resume or CV**: A summary of professional experience related to the scope of work. Resumes must demonstrate the following qualifications:
Required qualifications:
- Experience with R (highly preferred) or Python.
- Experience working with large datasets and databases
- Ability to work with highly interdisciplinary teams and with people of all levels of experience with technology
- Strong attention to detail
- Highly motivated to learn
- Strong verbal and written communication skills in English
- Experience and/or strong interest in issues related to conservation

Preferred qualifications:
- Experience working with camera trap data or other type of wildlife data
- Experience developing technical and user documentation
- Experience collaborating on coding projects, e.g. sharing code on Github
- Basic fluency in one or more of the following languages: Spanish, Portuguese, French.

- **Cost proposal:** Applicants must submit a proposed hourly rate for the scope of work. CI will entertain hourly rates within the range of $15.00/hr - $24.00/hour.

**Evaluation Criteria**
CI will consider all submitted applications and will make a best value determination of proposals based on the following criteria:

- Applicant capabilities (35 points)
- Applicant experience (35 points)
- Cost (30 points)

**CI’s Code of Ethics**
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
cconduct 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

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.

CI’s Service Agreement Template

Please see the contract template on the next page:
SERVICE AGREEMENT
BETWEEN
CONSERVATION INTERNATIONAL FOUNDATION
AND
[ENTER SERVICE PROVIDER NAME]

Service Agreement Number: [ENTER BUSINESS WORLD CMF NUMBER]

Project Title: [ENTER PROJECT TITLE]

This Services Agreement (the ‘Agreement’) is made and entered into as of [insert date] (the ‘Effective Date’) by and between Conservation International Foundation (‘CI’), a nonprofit public benefit corporation organized under the laws of the State of California and [NAME], a sole proprietor. (‘Service Provider’).

1. Services; Project Description. CI hereby engages Service Provider as an independent contractor, on a non-exclusive basis, to perform the activities and provide the deliverables set forth below (the ‘Services’), as may be modified from time to time:

   During the Period of Performance (as defined in Section 2) of this Agreement, CI shall have the right to request reasonable changes to the scope of the Services. All changes shall be in writing and signed by authorized representatives of the parties. Service Provider shall receive technical direction from [CI REPRESENTATIVE’S NAME AND TITLE] or his/her designee, as authorized in writing.

2. Period of Performance. The Performance Start Date is [DATE]. The Performance End Date is [DATE] unless otherwise modified, or the Agreement is terminated in accordance with Section 5. Any extension of the Period of Performance requires a written amendment of this Agreement signed by authorized representatives of both Parties.

3. Compensation.
   a. Fee for Services. In consideration of Service Provider’s performance of the Services during the Period of Performance, CI shall pay Service Provider an amount [not to exceed amount, based on labor rate] not to exceed US$ _____ which is based on a rate of US$____ per [hour/day/week] for such times as the Service Provider actually performs Services under this Agreement.

   b. Expenses. The Fee For Services set forth above is inclusive of all expenses. Service Provider must provide receipts or invoices for all expenses of US$40.00 or more. Total expenses shall not exceed those set forth in the attached budget without prior written approval of CI.

   c. All activities and expenditures must occur during the Period of Performance of this Agreement to be reimbursable.

   d. Payment Terms.

      Payment shall be made against invoice(s). Consultant shall invoice CI on a monthly basis. Consultant shall provide invoices to CI containing name and address, place of performance, days/period and hours worked according to activities and deliverables (as defined in Section 1), and payment instructions. Invoices for reimbursable expenses shall be accompanied by an itemized account of such expenses, together with original receipts for expenses over $40.00. All amounts will be paid within thirty (30) days after receipt and approval of Consultant’s invoice.
Service Provider shall provide invoices to CI containing name and address, place of performance, activities and deliverables (as defined in Section 1) completed and accepted, and payment instructions. Invoices for reimbursable expenses, if any, shall be accompanied by an itemized account of such expenses, together with original receipts for expenses over $40.00. All amounts will be paid within thirty (30) days after receipt and approval of Consultant’s invoice.

e. Service Provider shall provide an IRS W-9 form for US entities, or an IRS W-8 form for non-US entities.

4. Acceptance of Deliverables; Time is of the Essence.

a. Acceptance Criteria. Service Provider is expected to perform the Services and Deliverables in accordance with the following acceptance criteria, which may be revised and supplemented from time to time during the Period of Performance of this Agreement to accommodate for successful performance of the Services.

i. **[INCLUDE ACCEPTANCE CRITERIA AGAINST WHICH THE ACCEPTANCE PROCEDURE DESCRIBED IN 4(B) MAY BE CARRIED OUT; PLEASE BE SPECIFIC IN DEFINING THE ACCEPTANCE CRITERIA, AS UNCLEAR EXPECTATIONS CONSTITUTES A MAJOR AREA FOR DISPUTES BETWEEN CI AND SERVICE PROVIDERS.]**

   ACCEPTANCE CRITERIA SHOULD DEFINE THE MINIMUM EXPECTATIONS AND STANDARDS FOR A COMPLETE AND QUALITY DELIVERABLE. THIS IS THE CRITERIA CI WILL USE TO APPROVE THE DELIVERABLE AND ISSUE PAYMENT.

   IF THE ACCEPTANCE CRITERIA ARE DETAILED OR COMPLEX YOU MAY INCLUDE THEM IN ATTACHMENT 1 AND MAKE REFERENCE TO ATTACHMENT 1 IN 4(A).

b. Acceptance. In the event that a Deliverable meets CI’s acceptance criteria, CI shall notify the Service Provider via email that such Deliverable has been accepted. In the event that a Deliverable does not meet CI’s acceptance criteria, CI shall advise the Service Provider via email as to which aspects of the Deliverable require revision. Service Provider shall implement such revisions in accordance with CI’s instructions and deliver the revised Deliverable to CI for review within [INCLUDE APPROPRIATE AMOUNT OF BUSINESS DAYS] business days following receipt by Service Provider of the revision request. CI may request that this process be repeated for as many times as necessary to meet the acceptance criteria. Time spent on necessary revisions to meet acceptance criteria may not be charged to CI, unless authorized in writing by CI.

c. Time is of the Essence. Service Provider shall perform the Services in strict compliance with the Delivery Schedule set forth in Appendix 1. Time is of the essence with respect to all aspects of this Agreement and the subject matter hereof.

5. Termination. Either party may terminate this Agreement at any time upon ten (10) days prior written notice. In such event, Service Provider shall provide to CI all deliverables (incl. all embodiments thereof) completed or partially completed up to the effective date of termination to CI in a format and medium specified by CI, and CI shall pay a pro-rated fee for all Services provided by the Service Provider in good faith prior to the effective date of termination. Any payment effected by CI in excess of the pro-rated fee due on the effective date of termination shall be returned by the Service Provider immediately upon request by CI. If CI terminates this Agreement due to a material breach by Service Provider or due to the Service Provider’s failure to perform any of the Services to CI’s satisfaction, CI may withhold payment for any such unsatisfactory Services until such Services are performed to CI’s satisfaction.
6. **Indemnification.** Service Provider hereby covenants and agrees to indemnify CI and to defend and hold CI harmless from and against any and all liabilities, damages, costs and expenses (including reasonable attorney’s fees) arising out of or resulting from any claim, action or other proceeding (including any proceeding by any of Service Provider’s employees, agents or contractors) related to or arising out of the performance of the Services under this Agreement.

7. **Relationship of CI and Service Provider.**
   a. Service Provider is performing the Services as an independent contractor of CI and not as an employee, agent or assign of CI for any purposes whatsoever including, but not limited to, federal, state, or local taxes, payroll tax or workers’ compensation coverage. Accordingly, CI shall not withhold or pay federal, state or local income tax, or payroll tax of any kind on behalf of Service Provider, nor shall CI provide Service Provider with any insurance or other benefits including, but not limited to, unemployment, medical, dental, worker’s compensation and/or disability insurance. **Service Provider understands that he/she is responsible to pay, according to law, his/her income and all other applicable taxes.**
   b. Service Provider is performing the Services as an independent contractor of CI and not as an officer, employee, partner or agent of CI. Accordingly, Service Provider has no right or authority to assume or create any obligation of any kind or to make any representation or warranty, whether expressed or implied, on behalf of CI or to bind CI in any respect.

8. **Government Officials and Employees.** Service Provider hereby certifies that no assistance, payments or anything of value (monetary or non-monetary) shall be made, promised, offered to or accepted by any government employee or official (a) in contravention of any U.S. or other applicable law or regulation including, but not limited to, the U.S. Foreign Corrupt Practices Act; (b) without the express consent of the government for which the employee or official works; and (c) that is not reasonable, *bona fide*, and directly related to the activities funded under this Agreement. It is Service Provider’s responsibility to ensure compliance with this clause, and to maintain and provide at CI’s request, documentation demonstrating such compliance. Service Provider hereby certifies that no payments or other form of assistance shall be made to or accepted by any government employee or official (x) to influence any official government act or decision; (y) to induce any government employee or official to do or omit to do any act in violation of his or her lawful duty; or (z) to obtain or retain business for, or direct business to any individual or entity. If Service Provider is a government employee or official, Service Provider shall recuse him/herself from any governmental act or decision affecting CI, and shall not influence any governmental act or decision affecting CI. Under no circumstances shall any payments or anything of value be given, made, promised or offered to any U.S. Federal, State or local employee or official.

9. **Confidential Matters and Proprietary Information.** During the course of this Agreement, either party may acquire confidential information or trade secrets of the other (“Confidential Information”). Each party agrees to keep all such Confidential Information in a secure place, and further agrees not to publish, communicate, divulge, use, or disclose, directly or indirectly, for his own benefit or for the benefit of another, either during or after performance of this Agreement, any of the Confidential Information, except as may be required by law or this Agreement. Upon termination or expiration of this Agreement, each party shall deliver all Confidential Information produced or acquired during the performance of this Agreement and all copies thereof to the other. This obligation of confidence shall not apply with respect to information that is (a) available to the receiving party from third parties on an unrestricted basis; (b) independently developed by the receiving party; or (c) disclosed by the other party to others on an unrestricted basis.

10. **Intellectual Property**
    All work product created, prepared, procured, generated or produced by Service Provider under this Agreement and delivered to CI including, but not limited to, raw or processed data, articles, reports, drawings, computer data bases, and all other memoranda (collectively, “Works”), shall
belong solely and exclusively to CI. All Works shall be deemed “works made for hire” within the meaning of U.S. copyright law, and CI shall be deemed the author of the Works. If for any reason, any Work is not deemed a “work made for hire,” or all rights in and to any Work are deemed not to vest in CI, Service Provider hereby irrevocably assigns and transfers any rights it may retain in and to the Works to CI and waives all its rights, title and interest in and to the Works, including moral rights. Upon CI’s request and at its expense, Service Provider agrees to cooperate with and assist CI in perfecting its rights in and to the Works, including executing appropriate documents.

CI will have the sole right to copyright the Works, except that Service Provider grants to CI a nonexclusive, irrevocable royalty-free license to reproduce, translate, publish, use and dispose of, and to authorize others to so do, all copyrighted or copyrightable material not first produced or prepared by Service Provider in the performance of this Agreement, but which is incorporated in the Works, provided that such license shall be only to the extent that the Service Provider now has, or prior to completion of the Agreement may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant. To the extent that the Works contain any material to which Service Provider does not have the right to grant such license, Service Provider will assume responsibility for obtaining all necessary rights for use, reproduction, translation, publication and disposition of that material by CI.

11. Security and Safety. Service Provider agrees that s/he has read, understands and shall comply with any applicable security regulations provided by CI, and acknowledges that Service Provider shall be solely responsible for Service Provider’s own safety and physical property or equipment during the performance of this Agreement. [IN THE EVENT OF HIGH RISK ACTIVITIES, PLEASE CONTACT GCO FOR INCORPORATION OF A RELEASE OF LIABILITY]

12. Travel. Service Provider shall be solely responsible for any travel arrangements, travel insurance, and all arrangements for visas, passports or immunizations.

13. Choice of Law; Arbitration. This Agreement shall be construed and enforced in accordance with the laws of the District of Columbia, USA, applicable to contracts fully executed and performed therein and without giving effect to its conflict of laws principles. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration before a single arbitrator in Washington, DC, under the rules of the American Arbitration Association in effect at the time of commencement of the arbitration, and the parties agree that judgment upon the award rendered by the arbitrator shall be final, binding and may be entered in any court having jurisdiction thereof.

14. Compliance With Law; CI Code of Ethics. Service Provider will perform the Services in compliance with (i) the U.S. Foreign Corrupt Practices Act and Office of Foreign Asset Control regulations, as well as (ii) all laws and regulations of the country in which the Services are performed (including, but not limited to, such relating to bribery, corruption, terrorism financing and equal employment opportunity, as well as all the generally accepted standards applicable to such work), as if such aforementioned laws and regulations directly reached the activities of the Service Provider. Further, Service Provider agrees to perform all Services and to conduct all activities related thereto in accordance with CI’s Code of Ethics, a copy of which is attached hereto as Appendix 2 and incorporated by reference.

15. Service Provider’s Anti-Terrorism Representation And Warranty. Service Provider is hereby notified that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. Service Provider, therefore, represents and warrants that Service Provider has not provided, and will take all reasonable steps to ensure that Service Provider does 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 is compliant with all other applicable provisions of such U.S. Executive Orders and U.S. law.

16. Counterparts And Facsimile Signatures.
a. Each party agrees that the other party may rely on a facsimile copy of the signature of a duly authorized signatory and that upon the exchange of such facsimile signatures, electronically or otherwise, this Agreement shall be binding between the parties whether or not hard copies of this Agreement are ever exchanged between them.

b. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument even though all the parties are not signatories to the original or the same counterpart.

17. **Severability.** In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.

18. **No Third-Party Beneficiaries.** Except as expressly set forth herein, neither party intends that this Agreement shall benefit or create any right or cause of action in or on behalf of any person or entity other than the Service Provider and Ci.

19. **Non-Assignment.** This Agreement shall not be transferred or assigned by Service Provider without prior written consent of Ci.

20. **Waiver.** Either party may specifically waive any rights under this Agreement by the other party, but no such waiver shall be deemed effective unless in writing, signed by the waiving party, and specifically designating the rights waived. No waiver shall constitute a continuing waiver of similar or other rights.

21. **Entire Agreement; Amendments.** This Agreement supersedes all prior oral or written agreements between the parties and constitutes the entire Agreement between the parties. Unless indicated otherwise herein, this Agreement may not be amended, supplemented, or modified in any respect except by written agreement signed by both parties.

22. **Notices.** Notice under this Agreement shall be deemed to have been sufficiently given either when served personally or when sent by first-class registered mail addressed to the parties at the addresses set forth below. Ci shall not be liable for, nor shall Service Provider be liable to perform, services or expenses incurred after the receipt of notice or termination.

If to Service Provider:
[Click and type Contractor name]
[Click and type Contractor Address]
Phone: [Click and type Contractor phone]
Fax: [Click and type Contractor fax]

If to Ci:
Attn: [Click and type contact person]
Conservation International Foundation
2011 Crystal Drive, Suite 500
Arlington, VA 22202
Phone: 703-341.2400
Fax: [click and type your fax number]

The authorized representatives of the parties hereto have caused this Agreement to be executed as of the date first written above.

[CLICK AND TYPE CONTRACTOR NAME] Conservation International Foundation

[Click here and type Title] [Name of Ci representative]
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: ________________________