

## **Request for Proposals – Re-Advertisement**

**Title:** Consultancy to support the Liberia Ministry of Finance and Development Planning to establish a Climate Change Desk in the Division of Planning.

**RFP No:** CIL-2023-CONSULTANCY-08

**Date of Issuance:** September 12, 2023

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### **1. Background**

Conservation International (CI) has been protecting nature for the benefit of all for over 30 years. Through science, policy, and partnerships, CI is helping build a healthier, more prosperous, and more productive planet. CI is a global organization that has been active in Liberia for about 20 years, working closely with communities, the private sector, government, and civil society leaders to support conservation and sustainable development. Liberia is at a vital point in its development history with an enormous wealth of natural resources. It has an opportunity to encourage investors and promote development initiatives that support economic growth and development while maintaining Liberia's critical natural capital for future generations. Proper stewardship of Liberia's resources may prove to be the key to the future well-being of the Liberian people.

To this end, the NDC Partnership and with support from the Partnership Action Fund, Conservation International, in collaboration with the Liberia Ministry of Finance and Development Planning (MFDP) and Environmental Protection Agency, seeks a consultant to support the MFDP to establish a Climate Change Desk in the Division of Planning by May 2024.

### **2. Project Overview**

This project will run in parallel to a sister project to develop climate-smart County Development Agendas in selected coastal counties, which may require some cross-coordination support.

### **3. Terms of Reference, Key tasks and Deliverables Schedule**

The purpose of this consultancy is to support the MFDP to establish a Climate Change Desk in the Division of Planning.

The responsibility of the consultant is to lead key tasks and develop deliverables to support the Ministry of Finance and Development Planning, CI-Liberia, and other government partners, as appropriate, to successfully establish a Climate Change Desk by May 2024, through the following objectives:

- Conduct a capacity assessment within the MFDP and determine the roles and responsibilities for the Climate Change Desk needed to integrate climate actions in the planning and budgeting processes.
- Draft the Climate Change Desk roles and responsibilities description to effectively respond to the identified gaps in climate expertise within MFDP.
- Build human capacity and develop training materials to sustain the Climate Change Desk at MFDP from short-term to long-term.
- Enhance trainee capacity and ensure logistics are in place for the Climate Change Desk to function as intended.

### Key tasks

The consultancy will directly support MFDP and CI to achieve these objectives through key tasks and deliverables, described below.

- i. The consultant team is expected to work closely with MFDP and CI-Liberia staff in the implementation of all tasks and deliverables, working independently as directed, and providing timely and accurate information and communication at all times.
- ii. The consultant team will also work through the Joint Project Monitoring Team, which includes representatives from the Liberia MFDP, EPA, the NDC Coordinator, CI-Liberia, and CI-Global Policy team, and is responsible for ensuring the timely and effective project implementation, compliance with financial and donor requirements, inclusive stakeholder engagement, and other general oversight responsibilities.
- iii. Conduct climate knowledge and capacity assessments within MFDP and relevant government offices to understand how to better integrate climate into the national planning processes and the resources, guidance, and logistical needs to establish the CCD.
- iv. Develop training materials (based on the results on the analysis) on climate-smart budgeting, planning, and M&E to strengthen the capacities of recommended MFDP staff and focal points in other government Ministries, agencies and commissions.
- v. Support an inception workshop with CCD staff trainees to launch the Desk and align expectations across key government institutions.
- vi. Support CCD staff trainees to build their capacity through structured learning-by-doing and knowledge sharing experiences, including weekly meetings.
- vii. Support logistics and procurement to operationalize a functional CCD at MFDP, including purchase of equipment.
- viii. Support a closing workshop to reflect on progress made, cement lessons learned, and generate high-level buy-in for the long-term success of the CCD.
- ix. Provide technical advice and support to MFDP, the Ministry of Internal Affairs, and other officials in visioning, strategy planning, program and project management, and prioritization.
- x. Provide additional capacity for new and existing project management, implementation, and coordination units within ministries, agencies, and commissions
- xi. Provide recommendations to the government and propose strategies and methodologies for achieving its objectives and delivering results through programs and projects
- xii. Assist in the review of institutional capacity, organization, and financial and administrative systems within government ministries, agencies, and commissions against their mandates to assess and identify needs, gaps, and key result areas,
- xiii. Assist in the review, development, and establishment of national plans, frameworks, standards, policies, and methodologies required to drive program and project results and delivery,
- xiv. Assist in the development and implementation of coordination mechanisms between government, multilateral and bilateral partners, development agencies, non-governmental organizations, private sector organizations, and civil society organizations to align agendas and activities with national visions, plans, and strategies and support government objectives and initiatives,
- xv. CI will provide the funding for all workshops, meetings, and trainings (e.g., venue, catering, transportation for attendees); however, the consultant team is expected to cover their own transportation needs (only expected within Monrovia).

**Deliverable schedules**

#	Deliverable	Activities	Timeline
1	Inception Report & Work Plan	<ul style="list-style-type: none"> <li>Refine implementation approach (from project proposal)</li> <li>Clearly define a work plan, including roles &amp; responsibilities of participants and stakeholders, implementation timeline, and other requirements of MFDP &amp; CI</li> </ul>	2 weeks
2	Climate Knowledge & Capacity Assessment for the CCD and MFDP	<ul style="list-style-type: none"> <li>Collect information via desk research, surveys, and informational interviews to develop recommended roles and training needs for the CCD to better integrate climate into the national planning processes.</li> <li>Determine the resources, technical guidance, and logistical needs to establish the CCD.</li> <li>Develop other relevant guidance for the effective functioning of the CCD and its integration into the climate change governance framework of Liberia</li> </ul>	6 weeks
3	Inception Workshop and Report	<ul style="list-style-type: none"> <li>Support MFDP and CI as requested to hold an Inception Workshop with CCD staff trainees and other relevant stakeholders</li> <li>Develop and present materials for the workshop as requested, such as a presentation of key findings from the capacity assessment</li> <li>Collect feedback from workshop participants</li> <li>Document the workshop and write a report on its proceedings, findings, and next steps</li> </ul>	7 weeks
4	CCD weekly meetings and reports	<ul style="list-style-type: none"> <li>Support MFDP, CI-Liberia, and other staff as needed to hold weekly “learning by doing” meetings with CCD staff trainees</li> <li>Facilitate feedback and continuous learning on the implementation skills and lessons from formal training courses</li> <li>Integrate ad-hoc learning needs based on previous weekly meetings and identified training needs (e.g., to build skills and knowledge that may not require a formal training session)</li> <li>Document the meeting proceedings in a meeting summary, including lessons learned,</li> </ul>	Meetings will start at 4-8 weeks and continue weekly through the duration of the project (not including holidays)

#	Deliverable	Activities	Timeline
		any action items or next steps, and disseminate to relevant stakeholders	
5	CCD Formal Training & Knowledge-Exchange Course and Materials	<ul style="list-style-type: none"> <li>Support MFDP and CI-Liberia to develop and deliver a formal training course and schedule for CCD staff trainees (approximately four formal trainings in total, in addition to weekly meetings), and at least one knowledge-exchange with CCD staff and broader MFDP staff</li> <li>Develop training and knowledge-sharing materials (using a combination of existing and proprietary training materials, as appropriate)</li> <li>Identify internal and external experts and other stakeholders to deliver trainings and support knowledge exchange</li> <li>Support other logistics for trainings as requested</li> <li>Create recommendations for supplementary courses for CCD staff trainees</li> <li>Document trainings and write reports on their proceedings, findings, and next steps</li> </ul>	<p>At 10 weeks: Delivery of training course timeline</p> <p>Ongoing through project end: Development of materials for each course and delivery of training courses</p>
6	Closing workshop and report	<ul style="list-style-type: none"> <li>Support MFDP and CI as requested to hold a Closing Workshop with CCD staff trainees and other relevant stakeholders</li> <li>Develop and present materials for the workshop as requested, such as a presentation of milestones and lessons learned during the CCD training and set-up</li> <li>Collect feedback from workshop participants</li> <li>Document the workshop and write a report on its proceedings, findings, and next steps</li> </ul>	8-9 months
7	Final Training Course & Materials for CCD & MFDP	<ul style="list-style-type: none"> <li>Delivery of all training course materials in a final format to the CCD &amp; MFDP.</li> <li>Materials should be adjusted as needed to incorporate feedback from staff and the closing workshop</li> <li>Materials must be presented in a way to allow the CCD &amp; MFDP to use them, adjust as needed, and deliver the training course to new staff</li> </ul>	2 weeks before end of consultancy
8	Final Report	<ul style="list-style-type: none"> <li>A final report documenting learnings from the project (e.g., synthesis of weekly meeting</li> </ul>	2 weeks before end of consultancy

#	Deliverable	Activities	Timeline
		reports, training reports, and others) and recommendations for the CCD and MFDP to ensure continued effective delivery of CCD objectives within the climate change governance framework of Liberia	

#### 4. Submission Details

- a) Deadline. Proposals must be received no later than October 3, 2023, at 5: 00PM GMT. Late submissions will not be accepted. Proposals must be submitted via email to [hrliberia@conservation.org](mailto:hrliberia@conservation.org) . All proposals are to be submitted following the guidelines listed in this RFP.
- b) Validity of bid. 120 days from the submission deadline
- c) Clarifications. Questions may be submitted to [hrliberia@conservation.org](mailto:hrliberia@conservation.org) by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.
- d) Amendments. At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

#### 5. Minimum Requirements

The successful Consultancy firm or organization will have team members with the following minimum requirements:

##### Education and Experience

- a) The minimum qualification of the lead consultant (team lead) is a master's degree or equivalent in Development or Environmental Studies, Climate Change Management, Communication or Education, or a related area and certification in Project Management.
- b) Consultant team members should have relevant degrees in climate-related subjects, with an environmentalist and/or climate change expert
- c) Proven experience building institutional capacity, developing and delivering training courses
- d) Proven specialized training in project management, monitoring, performance evaluation, and Earned Value Management (EVM).
- e) Experience in working within the development context of Liberia is required, particularly in the previous national and sub-national development frameworks.
- f) At least ten years of experience coordinating national or donor-funded programs and projects.
- g) At least five years of proven managerial, leadership, and team-building experience.
- h) Extensive experience working with government, development partners, the private sector, and civil society organizations.
- i) Experience with multilateral agencies and community-based and smallholder-oriented development initiatives is preferred.

### **Key Competencies**

- a) Ability to lead a team of high-level professionals in a complex project environment.
- b) Demonstrated ability to establish priorities and to plan, coordinate, and monitor their work plan and those of subordinate staff; and
- c) Demonstrated ability to meet deadlines, make appropriate links in work processes and anticipate next steps.
- d) Commitment to result-oriented development, exhibiting high levels of tact, diplomacy, and integrity.
- e) Excellent interpersonal and team-building skills; intercultural communication skills preferred
- f) Excellent written and spoken communication skills, including ability to give clear and concise presentations.
- g) Computer literacy with proficient knowledge of Microsoft Office, including Microsoft Word, Excel, and PowerPoint and Project applications.

### **Knowledge**

- a) Thorough knowledge of the Liberian Government and private sector institutional and organizational structures and operations in general.
- b) Working knowledge of the operational modalities for national and international NGOs is desirable.

## **6. Proposal Documents to Include**

- a) Signed cover page on bidder's letterhead with the bidder's contact information.
- b) Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1).
- c) Technical Proposal.
- d) Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
- e) Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
- f) Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference, Key tasks and Deliverables Schedule in *section 3*.
- g) Financial Proposal. Offerors shall use the cost proposal template in *Attachment 2*.

- 7. Evaluation Criteria** In evaluating proposals, CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
Does the proposed approach and methodology respond to the assignment and present a practical approach in the prevailing project circumstances?	20%

Is the presentation clear with a logical and realistic the sequence of planning and activities, and does it promise effective and efficient implementation of the project?	20%
Does the bidder's past performance demonstrate recent proven experience doing similar work?	20%
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	20%
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%

## 8. Proposal Timeline

RFP Issued	September 12, 2023
Clarifications submitted to CI	September 18, 2023
Clarifications provided to known bidders	September 22, 2023
Complete proposals due to CI	October 3, 2023
Final selection	October 12, 2023

- 9. Resulting Award** CI anticipates entering into an agreement with the selected bidder by October 19, 2023. Any resulting agreement will be subject to the terms and conditions of CI's Services Agreement. A model form of agreement can be provided upon request.

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 will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

- 10. Confidentiality** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI's evaluation results are confidential and applicant scoring will not be shared among bidders.

- 11. 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 and the Green Climate Fund's [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. 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).

**12. Attachments:**

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility  
Attachment 2: Cost Proposal Template.



**Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility**

RFP No. XXXXXXXX

UEI 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 Labor 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 terms of reference 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: \_\_\_\_\_

## Attachment 2: Cost Proposal Template

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 USD.

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.

### Cost Breakdown by Deliverable

<b>Deliverable</b>	<b>Price (Lump Sum, All Inclusive)</b>
Insert deliverable 1 from Section 3 or attached TOR	
Insert deliverable 2 from Section 3 or attached TOR	
Insert deliverable 3 from Section 3 or attached TOR	
Insert deliverable 4 from Section 3 or attached TOR	
Insert deliverable 5 from Section 3 or attached TOR	

### Cost Breakdown by Cost Component (example only)

<b>Description</b>	<b>Unit of measure (day, month etc.)</b>	<b>Total period of engagement</b>	<b>Unit cost/rate</b>	<b>Total Cost for the Period</b>
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
<b>Total Cost of Financial Proposal</b>				