

Request for Proposals (RFP)

Date: 7th July 2021

Request for Proposals: CBIT-REMA/AfFD/02

International Consultancy Services to Develop an Integrated GHG Activity Data Platform for Rwanda's National GHG Inventory.

Dear Sir or Madam,

Conservation International Foundation (hereinafter referred to as "Conservation International" or "CI"), is issuing a Request for Proposals (RFP) for **International Consultancy Services to;**

- I. Develop an Integrated GHG Activity Data Platform for Rwanda's National GHG Inventory**

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

The purpose of the consultancy is to support capacity building under the Global Environment Facility (GEF) funded project: ***"Strengthening the Capacity of Institutions in Rwanda to implement the Transparency Requirements of the Paris Agreement"***

Offerors (**firms or consultants**) should submit a proposal for the anticipated agreement by sending an email to procurementaffd@conservation.org by **14th July 2021 by 5 PM EAT**. Interested Offerors can submit their questions to procurementaffd@conservation.org. **14th July 2021 by 5 PM EAT**

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.

Request for Proposals

RFP # CBIT-REMA/AfFD/02

For the provision of
International Consultancy Services to;

- I. **Develop an Integrated GHG Activity Data Platform for Rwanda's National GHG Inventory**

Contracting Entity:

Conservation International Africa Field Division

Funded under:

The Vital Signs 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 **International Consultancy Services to;**

I. Develop an Integrated GHG Activity Data Platform for Rwanda’s National GHG Inventory

The Decision1/CP.21 of the Conference of Parties to the United Nations Framework Convention on Climate Change (UNFCCC) adopting the Paris Agreement decided to establish the Capacity Building Initiative for Transparency (CBIT) in order to build institutional and technical capacity for developing Countries in meeting enhanced transparency requirements as defined in Article 13 of the Agreement in a timely manner.

The Global Environment Facility (GEF) was requested to establish and operationalize the CBIT to support countries to prepare and meet the enhanced transparency requirements of the Paris Agreement in both the pre- and post-2020 new climate change management regime.

Rwanda is among countries in Africa to benefit from Capacity Building Initiative for Transparency fund by the Global Environment Facility (GEF) through Conservation International as the Implementing Agency. The objective of the Rwanda CBIT Project is ***“to strengthen the capacity of Institutions in Rwanda to fulfil the Transparency Requirements of the Paris Agreement”***.

The project consists of three (3) components, namely; 1) Strengthen National GHG Inventory System, 2) Targeted capacity building of key stakeholders to collect, process and feed data into the GHG emissions inventory system, and 3) Establishment of an integrated Platform for Data Sharing and informing Policy Making. The project is executed by Rwanda Environment Management Authority (REMA) and supported by Vital Signs Monitoring Programme of Conservation International.

In this regard, CI Africa Field Division is seeking for Consultancy Services to;

- i.** Develop an Integrated Platform for GHG Inventory Data Collection, Processing and Transmission

OBJECTIVES:

The main objective of this consultancy is to strengthen the capacity of Institutions in collection, processing and transmission of GHG emission data and measurement, reporting and verification. Specific objectives are:

- Support engagement of sector stakeholders to enhance participation, ownership, and buy-in for the project and the data management platform.

- Contribute to the development of data sourcing, sharing, management, dissemination, and communication protocols, to be approved by REMA and CI.
- Informed by methodologies and tools developed for GHG data collection, processing and transmission; Build and test a prototype data management platform that receives, synthesizes, and displays data from sectors of Agriculture, forestry, other land use (AFOLU), IPPU, Waste and Energy.
- Conduct at least 3 stakeholder workshops to access data, gather feedback on the platform and engage stakeholders.
- Design, test and operationalize the online integrated GHG inventory data platform.

1.2 Offer Deadline

Offerors shall submit their offers electronically at the following email address, procurementaffd@conservation.org.

Offers must be received no later than **28th July 2021 5 PM EAT**. 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

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

- Technical proposal (maximum 5 pages excluding annexes)
- 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 consulting firm to be recruited must fulfill the following conditions:

- At least five (5) years of the firm's experience in similar projects, stakeholder engagement and web based tools development. Should possess at least Bachelor's degree in Information Systems Management (Provide at least three referrals): IT System Design and Management, Information Technology and Communications, Computer Sciences, Software Engineering, Electronics or Telecommunication Engineering. Proven experience in developing web based platforms or any other information management platform for use at national level or subnational level. Provide at least one referral and links to web based information management platform developed.
 - Must have a local presence. Members of the team must be in-country to participate in local stakeholder engagements.
- Part 3: Corporate Capabilities, Experience, Past Performance, and 3 client references. This part may not exceed 1 page. Please include descriptions of similar projects or assignments and at least three client references.

2. Cost Proposal

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 **USD**. 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 [This document to be filled by the Offerors or (Offerors representative) and must be submitted along with Technical Proposal to CI].

DESCRIPTION OF SERVICE	DAILY OR HOURLY COST	OTHER COSTS (LOCAL CURRENCY)	TOTAL COST (LOCAL CURRENCY)
TOTAL			

1.4. Chronological List of Proposal Events

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

RFP published **7th July 2021 5pm EAT**

Proposal due date **28th July 2021 5pm EAT**

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.

	Evaluation Criteria	Total Possible Points
I	Technical Proposal Part I- Technical Approach, Methodology, and Detailed Work Plan	
1	Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	20
2	Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	20
3	Does the proposal demonstrate the Offeror's knowledge related to technical sectors required by the Scope of Work?	10
II	Technical Proposal -Part II- Management, Key Personnel, and Staffing Plan	
1	Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?	10
2	CVs for the above indicated technical staff involved?	5
3	Technical Proposal -Part III - Corporate Capabilities, Experience, Past Performance, and references	
4	Company Background and Experience – Does the company have experience relevant to the project Scope of Work?	10
III	Cost Proposal- Cost- Includes (Travel, Fee, Charges, any other expenses)	
1	Cost- Lowest Cost	25

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

2.1. Scope of Work

The consultancy firm will work closely with Rwanda Environment Management Authority (REMA), Vital Signs and other relevant stakeholders' institutions according to the sectors of Agriculture, forestry, other land use (AFOLU), IPPU, Waste and Energy to develop a functional GHG Data Management Platform that includes a backend user interface allowing ongoing data input, automated analysis of data, and specific automated updated outputs available to the public with restricted access on some information, and tailored outputs available to key policy makers. The objectives of the Consultancy will be to:

- Support engagement of sector stakeholders to enhance participation, ownership, and buy-in for the project and the data management platform.
- Contribute to the development of data sourcing, sharing, management, dissemination, and communication protocols, to be approved by REMA and CI.
- Build and test a prototype data management platform that receives, synthesizes, and displays data from sectors of Agriculture, forestry, other land use (AFOLU), IPPU, Waste and Energy.
- Conduct at least 3 stakeholder workshops to access data, gather feedback on the platform and engage stakeholders.

2.2. Deliverables & Deliverables Schedule

1.2. Deliverables & Deliverables Schedule

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
1.	The contractor to develop data sourcing techniques with input from GHG sector stakeholders to ensure accuracy and buy-in. An internal data framework and collection strategy will be developed and presented to stakeholders.	With support from REMA and CI, the Contractor will develop a methodology for collecting and sourcing sector data from GHG sectors in Rwanda and will help build a coalition of actors to provide support for the platform, such as provision of data, technical and communication skills as well as inform platform preferences.	August 15 th , 2021	20%	Provision of a report detailing how data streams and sources from GHG sector stakeholders will be incorporated into a data management platform, including a methodology for ongoing data collection from stakeholders, required data formatting, and blueprints for backend development of the data entry part of the platform.

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
	<p>Initial designs and data collection systems for testing - The Contractor will develop a system and protocol to facilitate data collection, as well as produce interactive visual designs for the platform in order to test these with end users.</p>	<p>The contractor to provide a set of forms, templates, or other system to facilitate data collection, as well as a set of interactive visual designs for the public facing application that can be explored. The contractor will present and field-test the data collection system and designs to stakeholders (via workshop tutorial).</p>	<p>November , 30th, 2021</p>	<p>20%</p>	<p>A set of forms, templates, or other system to facilitate data collection. A set of interactive visual designs for the public facing application, that can be explored, including successful initial field-testing by coalition stakeholders.</p>
	<p>An operational initial version of the data platform utilizing stakeholder inputs is created with tailored outputs available to stakeholders. The Contractor will synthesize and collate the data gathered from sector stakeholders, format the data streams to align with desired outputs, analyze data and develop visualizations, and build and field-test a prototype for Rwanda's GHG platform.</p>	<p>The Contractor to provide REMA and CI with a draft data management platform including a backend website/platform for ongoing data entry by stakeholders; dynamic analysis of data, including summary statistics; frontend website/platform with compelling visualizations of data and statistics, tailored in several configurations for specific sector stakeholders</p>	<p>January 31st, 2022</p>	<p>20%</p>	<p>A fully developed initial version of the platform is operational and ready for review by REMA, CI and stakeholders.</p>
	<p>The final integrated GHG data platform prototype is developed with input and feedback from REMA, CI, and stakeholders. Outputs of the prototype enable GHG MRV, and management of sectors through near-real-time visualizations and figures. The</p>	<p>The final platform will be delivered to REMA and CI which incorporates updates and improvements based on stakeholder input.</p>	<p>March 22nd, 2022</p>	<p>30%</p>	<p>Delivery of functional GHG Data Management Platform that includes a backend user interface allowing</p>

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
	contractor will synthesize data and feedback collected from sector stakeholders during field-testing to finalize a prototype targeted for the Rwanda MRV system.				ongoing data input, automated analysis of data, and specific automated updated outputs available to the public with restrictions on some information, and tailored outputs available to key policy makers.

Section 3. Procurement and Contract Standards.

3.1 CI's Service Agreement Template (including Code of Ethics)



CI-GEF Services Agreement TEMPLAT

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: **CBIT-REMA/AfFD/02**

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

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: _____