

## **Request for Proposals**

**Title: Feasibility Assessment of Agroecological Restoration in Forest Landscapes**

**RFP No: CIC-2024-02**

**Date of Issuance: 18 April 2024**

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### **1. Background**

Conservation International (CI) is a US non-profit, tax-exempt, private organization that works to spotlight and secure the critical benefits that nature provides to humanity. Building upon a strong foundation of science, partnership, and field demonstration, CI empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity. We imagine a healthy, prosperous world in which societies are forever committed to caring for and valuing nature, for the long-term benefit of people and all life on Earth.

Conservation International has been working in Cambodia since 2001 and has 23 projects in four landscapes: Tonle Sap; Central Cardamom Mountains; Vern Sai Siem Pang National Park; and Prey Lang Wildlife Sanctuary. CI Cambodia employs 70 staff located across three national offices. Working in partnership with the Ministry of Environment, Ministry of Agriculture, Forestry, and Fisheries, other international conservation and development organizations, local non-governmental organizations, and the private sector CI Cambodia aims to protect and restore nature to stabilize the climate and improve people's wellbeing through the development of nature-positive economies.

Conservation International (CI) aims to remove 1 Gt CO<sub>2</sub>e from the atmosphere by restoring 35 million hectares of land – either directly or through partnerships. CI Cambodia has identified restorative agriculture, agroforestry and agroecology as potential restoration practices that could be implemented within our three forest landscapes.

### **2. Project Overview**

Conservation International seeks to engage a consultant to conduct a feasibility assessment for implementing restorative agriculture, agroforestry, and agroecology practices in local communities situated in and around the Central Cardamom Mountains, Prey Lang Wildlife Sanctuary, and Veun Sai Siem Pang National Park. The primary goal is to identify restorative agricultural practices that can enhance biodiversity, improve livelihoods, and contribute to the conservation of these protected areas. Any agroforestry practices need to align with REDD+, as they will need to be established within community areas that border REDD+ project areas. Currently, the plan is for the final report to be delivered in June 2024.

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

In undertaking the scope of work the contractor will be required to consult with CI Cambodia staff, local communities, government agencies, NGOs, and experts in agriculture, agroforestry, agroecology, and conservation. The contractor will complete the following tasks:

- Assess current agricultural practices and their impact on the environment and local communities in 9 communes total from the three target landscapes, chosen in consultation with Conservation International.
- Review relevant restorative agriculture, agroforestry, and agroecology practices currently practiced in Cambodia.
- Identify potential restorative agriculture, agroforestry, and agroecology practices suitable for the majority of the target villages in the focal landscapes.
- Evaluate and rank the feasibility of implementing the identified practices in terms of:
  - Technical requirements – including what expertise and experience is available in Cambodia, how complicated is the practice to set up and what are the ongoing support needs.
  - Environment by describing benefits to biodiversity, ecosystem services and resilience. Consider the impact of agricultural chemical use compared to current practice.
  - Economic viability – including the costs of establishing – from start-up through to community management – of each practice within the target communities. Examine the cost/benefit of proposed vs current practices.
  - Social acceptability – including barriers that may hinder adoption of new practices, community capacity building requirements, length of commitment required to establish the practice to the point that it is managed by the community with minimal involvement from CI. Also look at benefit sharing within the community.
- Recommend the most feasible restorative agriculture, agroforestry, and agroecology practices for the target villages in each of the focal landscapes.
- Determine the area around each village that can be transitioned into an agroforestry system. Including the area of existing agroforestry that can be improved and new areas that can be restored using restorative agriculture, agroforestry and or agroecology.
- Develop recommendations for pilot projects and outline a roadmap for scaling up successful practices.
- Identify potential partnership opportunities for implementing pilot projects.

The following deliverables are required.

- Inception report outlining the methodology and work plan – 24 May 2024
- Interim report detailing the evaluation and ranking of identified restorative agriculture, agroforestry, and agroecology practices and recommendations of the most feasible practices for detailed assessment within the 9 target communes in the three landscapes – 1 June 2024
- Final report including detailed assessment results, recommendations, and implementation roadmap - 30 June 2024.
- Presentation of findings to stakeholders - 30 June 2024.

#### 4. Submission Details

- a. Deadline. Proposals must be received no later than 3<sup>rd</sup> May 2024 23.59 ITC. Late submissions will not be accepted. Proposals must be submitted via email to [hr-cicambodia@conservation.org](mailto:hr-cicambodia@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 [jfrechette@conservation.org](mailto:jfrechette@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

This consultancy is open to firms that meet the following requirements:

- Proven experience in conducting feasibility assessments and implementing sustainable agriculture, agroforestry, or agroecology projects.
- Strong understanding of the ecological and socio-economic contexts of the target areas.
- Excellent analytical, communication, and stakeholder engagement skills.
- Lead verifier(s) with expertise in forestry, environmental science, GIS/spatial modeling and remote sensing, conservation/biodiversity, social sciences, and community safeguards.
- Demonstrated understanding of REDD+ projects under the VCS and CCB Standards
- Demonstrated professional-level fluency in both oral and written English is required.
- Ability to perform the field visit and interviews in the local language.

#### 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.
  - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
  - ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).

- iii. 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 in Section 3.
- d. Financial Proposal. Offerors shall use the cost proposal template ([Attachment 3](#)).

**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>
Qualification of Lead verifier and team composition (30 points)	30 Max points
Experience with similar assignments (30 points)	30 Max points
Proposal, timeline, and cost (40 points)	40 Max points

**8. Proposal Timeline**

RFP Issued	18 April 2024
Clarifications submitted to CI	23 April 2024
Clarifications provided to known bidders	26 April 2024
Complete proposals due to CI	3 May 2024
Final selection	8 May 2024

**9. Resulting Award** CI anticipates entering into an agreement with the selected bidder by **15 May 2024**. 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. 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: Terms of Reference

Attachment 3: Cost Proposal Template

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

RFP No. CIC-2024-02

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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 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: Terms of Reference

### Scope of Services

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- Review relevant restorative agriculture, agroforestry, and agroecology practices currently practiced in Cambodia.
- Identify and review new restorative agriculture, agroforestry, and agroecology practices suitable for the majority of the target villages in the focal landscapes.
- Evaluate and rank the feasibility of implementing the identified practices in terms of:
  - Technical requirements – including what expertise and experience is available in Cambodia, how complicated is the practice to set up and what are the ongoing support needs.
  - Environment by describing benefits to biodiversity, ecosystem services and resilience. Consider the impact of agricultural chemical use compared to current practice.
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## Deliverables

The following deliverables are required.

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**Attachment 3: 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>
Inception report outlining the methodology and work plan – 24 May 2024	
Interim report detailing the evaluation and ranking of identified restorative agriculture, agroforestry, and agroecology practices and recommendations of the most feasible practices for detailed assessment within the 9 target communes in the three landscapes – 1 June 2024	
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Presentation of findings to stakeholders - 30 June 2024.	

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>				