

**Extension: Request for Proposals**

**Title: Consultant, Design a Finance Mechanism for IPLCs in Guyana**

**Location: Georgetown, Guyana**

**Type: Consulting firm or well-qualified individuals (i.e., subject member experts)**

**Procurement Method: Open Source.**

**Duration: 80 days (8 months)**

**Place of Work: Remote**

**Date of Issue: September 27, 2022**

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**1. Background**

Conservation International Foundation Guyana Inc. (CI-Guyana) is a not-for-profit Non-Governmental Organisation working in Guyana for over 30 years linking human development with conservation of the earth's living natural heritage. Its mission is "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".

The Amazon rainforest is one of the main carbon sinks in the world, it is also home to the richest biodiversity of all the ecosystems on the planet, however, it is in crisis. Man-made fires are bringing the Amazon to a crisis point that will have irreversible consequences for people, wildlife and the planet. Should rainforest destruction continue, it could permanently change the region's ecosystem and rapidly accelerate climate change around the world. More than 15% of the Amazon has already been lost and two million hectares of forest continue to be lost every year. Experts say that it is necessary to change course in order to avoid the loss of the Amazon. To avoid this tipping point, we need to conserve 80% of the total Amazon rainforest. This means that it is not possible to lose any additional hectares of forest.

Indigenous Peoples and Local Communities (IPLCs) own at least 25% of the Amazon. Strengthening the capabilities of indigenous peoples and local communities to manage their lands so that they can better protect the forest against the growing threats of development and climate change can be a solution to this crisis. Evidence shows that locally managed lands are best protected from deforestation, particularly those lands managed by indigenous peoples and local communities.

CI-Guyana with support from the Government of France is implementing a project, "Our Future Forests- Amazonia Verde", which aims to support Indigenous Peoples and Local Communities (IPLCs) as stewards of the Amazon Forest – providing them with the tools, training, and the financing needed to manage their lands and support overall conservation of the Amazon.

The project's main objective is that IPLCs are fully empowered to develop and carry out their own initiatives to conserve their forests and support livelihoods, in keeping with their local knowledge and governance systems. Achieving this vision requires an integrated approach that empowers IPLCs to effectively address development pressures impacting their lands and resources, manage resources in accordance with local

knowledge and management practices, and build sustainable income-generating activities that support ongoing stewardship for the decades to come.

## 2. Project Objectives

Conservation International Foundation (Guyana) Inc. (CI-Guyana) is seeking the services of a suitably qualified individual or firm to design and establish an appropriate mechanism for financial and technical support to Indigenous Peoples and Local Communities (IPLCs) for conservation of ecosystems<sup>1</sup> and improved sustainable livelihoods in Guyana. The mechanism must integrate strong social and environmental safeguards, including but not limited to a focus on gender and youth, and good benefit sharing practices. Moreover, the mechanism must have strong operational and technical systems, effective beneficiary/partner support procedures, an embedded monitoring and evaluation system, and be responsive to the potential donor objectives and support conditions.

The national financial mechanism is expected to be piloted in Administrative Region 9 and must support actions in sector(s) and sub-sector(s) that result in conservation of biodiversity or ecosystems, especially savannahs, wetlands, fisheries, forests, river systems, and mangroves and coastal systems.

## 3. Scope of Work, Deliverables and Deliverables Schedule

Reporting to the Policy Manager, the Consultant(s) will focus on the following services:

- Use a Report on the *Feasibility Assessment for Finance Mechanism* to develop a plan of action for the design of a finance mechanism for IPLCs in Guyana. This design will detail, among others, the governance structure, the technical and operational processes and systems, beneficiary/partner support, potential beneficiaries and funding sources.
- Conduct targeted informant interviews, focus group discussions and other consultations with key stakeholders to determine their technical and operational assistance needs, and current gaps in accessing finances.
- Review existing research and assessments of the relevant socio-political and economic context and conditions for alignment with national development realities, priorities and trajectories.
- Engage potential partners, including but not limited to the government, development partners, financial institutions, and the private sector, to receive their input for the design, establishment and operation of the mechanism.
- Develop a governance framework for the mechanism, ensuring transparency, accountability, and adherence to environmental and social safeguards.
- Include in the design, recommendations for increasing funder attractiveness, including but not limited to examples of other mechanisms that have attracted funding.
- Integrate Technical Assistance in the structure for the mechanism.

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<sup>1</sup> Primary focus on savannahs, wetlands, fisheries, forests, river systems, and mangroves and coastal ecosystems

- Develop and appropriately register and otherwise formalize instruments for legal establishment of the mechanism.
- Develop an “operations manual” and other necessary guidance documents for the operation of the mechanism.
- Estimate costs for the operation of the mechanism with a focus on both the pilot phase and scaling to the national level
- Develop a suitable framework and criteria for assessing the performance of IPLCs who will access the Mechanism.
- Develop a Monitoring and Evaluation framework for the mechanism focused its operation and impact and based on available data.

#### 4. Submission Details

- a. Deadline. Proposals must be received no later than **October 11, 2022** no later than 11:59 PM. Late submissions will not be accepted. Proposals must be submitted via email to [applicationscig@conservation.org](mailto:applicationscig@conservation.org). All proposals are to be submitted following the guidelines listed in this RFP.

#### 5. Minimum Requirements

##### 5.1 Qualifications

- Advanced degree in financial management, business development, community/local economic development, or related field; or equivalent qualifications.
- Minimum 10 years-experience related to the design, operation or management of financial/loan/grant programme and/or creating financial mechanisms for small enterprises (experience with IPLCs will be an asset).
- Experience working in the financial sector in Guyana (enabling environment, institutional framework, banking system etc.) will be an asset.
- Demonstrated knowledge and experience with micro, small and medium scale enterprises in a rural/hinterland setting.
- Demonstrates knowledge and experience with sustainable enterprise development and the concept of the triple bottom line (financial, environmental and social) and/or impact investment.

##### 5.2 Qualities

- Excellent communications at all levels: from field to professional situations
- Excellent writing, time management and technical skills
- Understanding of the Guyanese context and sensitivity to engage Guyanese stakeholders and partners.
- Demonstrated capacity to work with and lead engagement with senior representatives of government and civil society organisations.

- Demonstrated high-level knowledge of, and deep experience working with, stakeholders related to Finance, Economics, Business Management and Community Development.
- Ability to facilitate participation of stakeholders in the process.
- Must respect community norms and protocols.

## 6. Deliverables

The Consultant(s) will report directly to the Policy Manager. The Policy Manager is responsible for acceptance of deliverables under the consultancy in accordance with the following schedule:

Deliverables/Reports		Due Date
1	Inception report (including methodology, timeline and deliverables for the execution of the consultancy)	1 week after signing contract
2	Detailed report of the proposed structure (specifying an initial vehicle structure and investment thesis) of the Finance Mechanism based on findings within the <i>Scoping Assessment Report for a Potential Natural Capital Financing Mechanism</i> .	2 weeks after signing of contract
3	Reports on Stakeholder Engagements to discuss and refine the design of the mechanism.	5 weeks after signing of contract
4	Operations Manual, Governance and Results/Monitoring and Evaluation Framework (including criteria for access the fund and performance criteria) prepared.	7 weeks after signing of contract
5	Workshop and report on stakeholders and partners feedback on the Operations Manual, Governance Framework and Performance Criteria	9 weeks after signing of contract
6	Registered and formalized Articles of Establishment for the Financial Mechanism	19 weeks after signing of contract
7	Toolkit documenting the presentations, technical summaries etc. of the Finance Mechanism development	21 weeks after signing of contract

## 7. 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 Scope of Work

d. Financial Proposal.

**8. 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>
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	30
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to 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?	15
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	15

**9. 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.

**10. 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).

**11. Attachments:**

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

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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 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”. [\[Include additional sanctions lists of the country of a public donor, if required by the donor.\]](#)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_