

Request for Proposals

Title: NODe Financial Lead Consultant

Date of Issuance: January 06, 2025

Location: Georgetown, Guyana

Travel: Frequent travel to Region 9 and Region 1

Type: Individual

Procurement Method: Open

Duration: Ten (10) calendar months

Language: Proficiency in English

1. Background

Conservation International Foundation Guyana Inc. (CI-Guyana) is seeking a consultant to assist in the establishment of the Fund and Technical Assistance Facility, Nature: An Opportunity for Development (NODe). This initiative aims to finance and provide technical support for conservation efforts and sustainable livelihoods within Indigenous Peoples and Local Communities (IPLCs) in Guyana. The consultant will play a key role in supporting CI-Guyana's efforts to help IPLCs develop sustainable livelihood strategies and manage their natural resources.

In addition, the consultant will manage the operations of the NODe mechanism, overseeing all aspects of its development and incubation within CI-Guyana. CI-Guyana has already conducted extensive stakeholder engagement to inform the design of NODe and is now focusing on piloting the initiative in Regions 1 and 9, with plans for national scaling in the future. The long-term goal is for the mechanism to evolve into a legal entity following its incubation phase.

IPLCs have traditionally relied on natural resources for subsistence and income through farming, forestry, and agro-processing. However, these activities are highly vulnerable to climate change, highlighting the need for climate-resilient practices. Many communities are remote, with limited access to markets, infrastructure, and financial support, which hampers their ability to scale businesses. Additionally, the shift from subsistence to market-based activities presents challenges in financial literacy and business management skills.

The primary goal of NODe is to establish a sustainable capital source for community groups, community-based enterprises, and NGOs that have faced barriers to financing their conservation and sustainable enterprises or livelihood activities. NOD will also provide technical assistance to help these communities adopt sustainable business practices and improve their ability to access funding from existing grants and debt sources. Through this support, NODe aims to create a network of enterprises and organisations within similar sectors, fostering synergies, partnerships, and knowledge-sharing to empower IPLCs. The consultant will play a key role in ensuring the success of this initiative, overseeing all operational aspects to ensure effective implementation and scaling of NODe within CI-Guyana.

2. Consultancy Objectives

CI-Guyana wishes to engage the services of a Financial Lead Consultant for the set-up and operationalisation of the NODe. The Consultant must ensure that all actions for the incubation of the finance mechanism is conducted to implement robust internal controls and ensure transparency, and accountability.

The consultancy is critical for the functioning and piloting of NODe. The role involves aligning strategies with fund objectives, defining assessment and monitoring and evaluation (M&E) criteria, developing outreach and project sourcing methodology, overseeing technical assistance activities, establishing partnerships with stakeholders and assist with fundraising for NODe.

The consultant will be managing grant proposals, application processes, technical assistance, monitoring, and evaluation, and providing guidance to team members to address challenges, ensuring alignment with strategy, and delivering relevant technical assistance. The consultant will be required to work closely with the CI team, partners and stakeholders by coordinating and forming partnerships to ensure technical assistance are provided as needed and ensuring there is adequate collaboration by maintaining relationships with external organisations and donors and fostering collaboration with local stakeholders.

The consultant will be expected to manage the NODE's budget, monitoring expenditures, preparing progress reports for the Steering Committee, evaluating interventions' effectiveness, ensuring financial compliance, overseeing risk management, and providing guidance and support to team members for the successful piloting of NODE.

3. Scope of Services

The Consultant will work with CI-Guyana and partners to establish and operationalise NODE in the following ways:

a. NODE's Set-Up:

- **Strategy & Planning:** Collaborate with partners to develop fund priorities and objectives and develop outreach and project sourcing methodologies.
- **Technical Assistance:** Design and implement Technical Assistance activities and establish partnerships with stakeholders.
- **Incubation:** Collaborate with local partners to develop operational systems and governance structures and provide capacity-building support.

b. Operationalising NODE:

- **Proposal Management:** Oversee the call for proposals, selection, and contracting process for the fund. Including providing technical assistance to applicants and ensure alignment with strategic goals.
- **Monitoring & Evaluation:** Establish M&E systems to track project progress, provide guidance to the team, and prepare regular progress reports.
- **Transition to Legal Entity:** Develop and implement a transition plan for registering the mechanism as a legal entity, including governance and operational structures.

c. NODE's Partnerships:

- **Network Development:** Build and maintain a network of partners for resource mobilization and collaboration.
- **Stakeholder Engagement:** Foster partnerships with donors, technical assistance providers, and local stakeholders to ensure the mechanism's sustainability and impact.

d. Fundraising and Fund Management:

- **Resource Mobilisation:** Support fundraising efforts to secure additional resources for the mechanism.
- **Financial Management:** Oversee the development and management of the budget, ensure financial compliance, and manage expenditures.
- **Assess Effectiveness:** Evaluate the impact of funded projects and make recommendations for improvements.

e. Team Collaboration & Stakeholder Engagement:

- Work with the CI Team and engage with relevant stakeholders to ensure the mechanism aligns with community needs and local priorities.

4. Estimated Timeline:

The consultancy will be executed from March 2025 to December 2025.

5. Qualifications & Skills:

5.1. Qualifications

- Post Graduate Degree in Project Management, Accounting, Finance, Business Administration, or Social Sciences or other relevant field with at least three years relevant experience or Degree in related field with five years relevant experience.
- Ability to be resourceful, anticipate requests and possess strong problem-solving skills.
- Attention to detail and discretion in the discussion of sensitive risk-related issues.
- Excellent command of English language, writing and oral communication skills, including the ability to communicating complex processes and ideas effectively to wide audiences within and outside an organisation.
- Excellent technical writing skills
- Proficient in Quick Books or equivalent software
- Proficient in Microsoft Office applications (MS Excel, Word, PPT) and other common office software packages
- Excellent time-management and organisational skills to meet deadlines and commitments.
- Ability to effectively supervise staff (as needed).

- Ability to work effectively in diverse teams.

5.2 **Additional Skills and Qualities**

- Proven experience in a consulting position is desirable.
- Experience working with IPLCs specifically in Regions 1 and 9 is desirable.
- Experience in setting-up a new facility/start-up mindset is desirable
- Must be people-oriented and possess strong networking skills.
- Ability to work without supervision to achieve specific targets and with an organised approach.
- Excellent communication and problem-solving skills
- Understanding of the Guyanese context and sensitivity to engage Guyanese stakeholders and partners.
- Ability to engage in courageous conversations.
 - Engage in healthy conflict.
 - Be open to different points of view (ability to listen)
- Ability to facilitate the participation of stakeholders. Demonstrated ability to be culturally sensitive.
- Must have respect for community norms and protocols.
- Ability to self-reflect, recognize successes, accept mistakes and provide feedback

6. **Deliverables:**

CI-Guyana's Socio-Economic and Safeguards Senior Manager is responsible for the acceptance of deliverables under the consultancy in accordance with the following schedule:

Deliverable	Content/Details	Expected Tasks to be Completed	Due Date
Inception Report & Work Plan	Final methodology for establishing and operating NODE, refined work plan, and reporting template.	Develop capacity building strategy, finalise technical assistance plan, start stakeholder mapping, and develop a timeline for upcoming engagements.	March 25, 2025

Outreach and Project Sourcing Methodology	Strategy for engaging beneficiaries/stakeholders and selecting projects to support or fund.	Finalise stakeholder engagement plan, begin capacity-building workshops, prepare project list, and conduct field visits to villages.	April 25, 2025
Proposed Technical Assistance Plan	Plan outlining technical assistance to communities, partners, and stakeholders.	Engage with villages, community-based groups and other development partners to provide technical support, initiate capacity-building workshops, and collaborate with partners for technical assistance.	May 25, 2025
Partner Network Development Plan	Strategy for developing and engaging partners (including investors), with resources and capacity-building efforts.	Develop partner engagement strategies, host partner meetings, and build relationships with potential investors and organisations.	June 25, 2025
Grant Assessment Framework	Final application forms and assessment criteria for project types. Report on progress in Regions 1 and 9 pilot projects.	Finalise grant assessment frameworks and application forms, monitor and assess pilot projects, and provide feedback and guidance to stakeholders.	July 25, 2025
Revised Implementation Budget for Piloting	Updated budget for incubating the mechanism, including projections for transitioning to a legal entity for fundraising and sustainability.	Review and revise the budget, prepare for the transition to a legal entity, and develop a financial model for sustainability.	August 25, 2025
Legal and Regulatory Framework for Transition	Steps for transitioning to a legal entity, including regulatory compliance and governance board. Initiate the legal entity process.	Develop and implement a transition plan for registering the mechanism as a legal entity, including establishing and operationalising governance and operational structures.	September 25, 2025
Reports for Assessment, M&E Criteria for NOD and Status Update	Signed agreements with beneficiaries, M&E criteria, performance rankings, and pilot project progress and lessons learned.	Finalise M&E framework, establish performance benchmarks, and collect data from pilot projects to track progress and lessons learned.	October 25, 2025

	Detailed status of grant proposals, technical/financial aid updates, and pilot project progress.	Track status of grant proposals, provide progress update on pilot projects, and note key achievements and challenges.	October 25, 2025
Updated Operating Manual and Financial Model	Revised operating manual and updated financial model for NODE as a stand-alone legal entity. Recommendations for improvement.	Revise operating manual and update financial model to ensure long-term sustainability.	November 25, 2025
Final Report and Presentation	Comprehensive summary of work done, including governance structure, sustainability plan, and final documents.	Compile and present a final summary report, detailing work completed and the final framework for NODE.	December 5, 2025
Submit All Tools, Equipment, and Documents	Final delivery of all tools, equipment, and documentation (including Excel sheets and guidance).	Deliver all tools, equipment, and final documentation as required.	December 15, 2025
Updates to NODE Implementation Plan	Updates and modifications to the NODE Implementation Plan and budget throughout the consultancy.	Update the plan and budget as work progresses, based on emerging needs and changes.	April 25, 2025 August 25, 2025 November 21, 2025
Note: Monthly progress reports are required, regardless of whether the specific tasks for each deliverable are completed or not. These progress reports should detail the ongoing activities, the status of tasks, challenges, and any adjustments to the timeline or work plan.			

7. Submission Details

The proposal should provide guidance by which deliverables and due dates will be determined.

- a. Cover letter: Applicant should include a cover letter for their proposal, listing all documents submitted. The cover letter should provide a complete mailing address, street address (if different), electronic mail address(es), and telephone numbers.
- b. Curriculum Vitae of Key Personnel: Sub-contractors during the contract period will not be permitted unless explicitly agreed upon.

- c. Technical Proposal (Timeline, Deliverables and Budget): A summary proposal on your interpretation of this RFP with key deliverables and milestones that meet the timeline identified below.
- d. Detailed Budget.

Service Provider 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 the Service Provider is eligible to apply for refunds on taxes paid, Service Provider shall do so. Any tax savings should be reflected in the Service Fee. Service Provider hereby expressly binds itself to include language substantially reflecting the terms of this provision in all subcontracts issued under this Agreement.

The proposal must be received no later than **11:59PM on January 20, 2025**, in **hard copy or electronic format** at any or both of the following addresses:

Physical Address:

Conservation International Guyana
Attn: Operations Director
98 Laluni Street, Queenstown
Queenstown
Georgetown. Guyana.

E-mail Address:

procurementgy@conservation.org

8. Language

All documents and communications relating to this RFP shall be in English.

9. Evaluation Criteria

In evaluating proposals, CI will seek the best value for money considering the merits of the technical and financial proposals. Proposals will be evaluated using the following criteria:

Proposals will be evaluated **ONLY** against the Evaluation Criteria in the RFP (no other evaluation criteria may be considered for selection).

Criteria	Description	Points
1. Project Management Experience	At least 5 years of direct experience managing projects, including budgeting, implementation, and monitoring in similar contexts.	15
2. Experience with Indigenous Peoples and Local Communities (IPLCs)	Proven experience working with IPLCs, understanding their specific needs, and ensuring their active participation in projects.	12
3. Team Supervision and Leadership	Minimum 5 years of experience supervising and motivating multi-disciplinary teams, including international and local staff.	12
4. Stakeholder Engagement and Partnership Management	Experience in managing relationships with diverse stakeholders, such as local NGOs, government officials, donor representatives, and legal experts.	12
5. Financial and Risk Management	Experience complying with national or organisational financial regulations, managing risks, and ensuring financial accountability. Includes expertise in designing financial structures, systems, and policies that comply with legal and regulatory frameworks.	10
6. Experience in Community Consultation and Social Safeguards	Experience designing and implementing community consultation processes, especially in Indigenous communities, to ensure informed consent, including social safeguards for IPLCs.	10
7. Donor Relations and Reporting	Proven ability to manage projects within donor regulations, including reporting, compliance, and ensuring donor satisfaction.	8
8. Technical Expertise in Natural Resource Management or Rural Development	Background in natural resource management, rural development, or related fields, with an understanding of Indigenous development issues. Relevant technical expertise to support the finance mechanism's activities, including legal and operational structures.	8

9. Project Monitoring and Evaluation	Demonstrated ability to track programme quality through robust monitoring and evaluation systems to ensure successful outcomes.	8
10. Communication Skills	Strong written and verbal communication skills, including technical writing and presentation. Ability to effectively communicate complex legal, financial, and operational information related to the finance mechanism to a wide range of stakeholders.	8
Total		100

Please be advised that shortlisted bidders may be invited for an interview portion.

10. Proposal Timeline

RFP Issued	January 06, 2025
Clarifications submitted to CI	January 10, 2025
Clarifications provided to known bidders	January 15, 2024
Complete proposals due to CI	January 20, 2025

11. Period of Validity of Bids

Entities are required to hold submitted proposals valid for at least 90 days from the date of submission during which period they will maintain, without change, their price proposal. CI-Guyana is expected to finalize the agreement within this period.

12. 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.

13. 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 [for GCF-funded projects only, add: "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.

14. 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 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: _____