



# Request for Proposals (RfP) Preparation of a GCF project in Cameroon

**IUCN Regional Programme for Western and Central Africa**

**Issue Date: 30 March 2021**

**Closing Date and Time: 29 April 2021**

**IUCN Contact :**

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## **PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS**

### **1.1. About IUCN**

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 950 staff in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

[www.iucn.org](http://www.iucn.org)

<https://twitter.com/IUCN/>

### **1.2. Summary of the Requirement**

IUCN invites you to submit a Proposal for the preparation of a GCF funded project: **Securing Permanent Forests to Combat Climate Change and Enhance Sustainable National and Local Economies in Cameroon**. The detailed description of the Requirement can be found in Part 2 of this RfP. The maximum amount available for this assignment is USD 360,000 including operating costs of the consultants.

### 1.3. The procurement process

The following key dates apply to this RfP:

<b>RfP Issue Date</b>	30 March 2021
<b>Confirmation of Intention to Bid</b>	9 April 2021
<b>RfP Closing Date and Time</b>	29 April 2021
<b>Estimated Contract Award Date</b>	9 May 2021

### 1.4. Conditions

IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing this RfP. IUCN is under no obligation to accept the lowest priced Proposal or any Proposal. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

IUCN requires Proposers to refrain from corrupt and fraudulent/prohibited practices in participating in this procurement. To this end, Proposers must sign the "[Proposer's Declaration](#)" and include it in their Proposal.

Proposers shall permit IUCN to inspect all accounts, records and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by IUCN.

### 1.5. Queries and questions during the RfP period

Proposers are to direct any queries and questions regarding the RfP to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP.

Proposers may submit their queries no later than **9 April 2021, Midnight CET**.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

### 1.6. Amendments to RfP documents

IUCN may amend the RfP documents by issuing notices to that effect to all Proposers and may extend the RfP closing date and time if deemed appropriate.

### 1.7. Proposal lodgement methods and requirements

Proposers must submit their Proposal to IUCN no later than **Midnight CET on 29 April 2021** by email to: [Kenneth.angu@iucn.org](mailto:Kenneth.angu@iucn.org) and [iucngef@iucn.org](mailto:iucngef@iucn.org). The subject heading of the email shall be **RfP-GCF Cameroon - [Proposer Name]**. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format. Proposers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

**IMPORTANT:** Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and no later than **8 am CET on 30 April 2021**, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

Proposals must be prepared in English and in the format stated in Part 3 of this RfP.

### **1.8. Late and Incomplete Proposals**

Any Proposal received by IUCN later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

### **1.9. Withdrawals and Changes to the Proposal**

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

### **1.10. Validity of Proposals**

Proposals submitted in response to this RfP are to remain valid for a period of 90 calendar days from the RfP closing date.

### **1.11. Evaluation of Proposals**

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.

## **PART 2 – THE REQUIREMENT**

### **Overview and background**

In December 2020, the GCF approved a Project Preparation Facility (PPF) from the Government of Cameroon and IUCN to prepare the following project for submission to the GCF Board. This project concept is currently named: Securing Permanent Forests to Combat Climate Change and Enhance Sustainable National and Local Economies in Cameroon.

The overarching goal of this project is to contribute to the reduction of GHG emissions due to deforestation and forest degradation and better promotion of their natural productivity as stated in the Forest Investment Plan<sup>1</sup>. We will use a landscape approach to transform and promote and transform Cameroon's REDD+ payment mechanisms in sustainably managed PFAs and supporting governance systems outside permanent forests. It is expected that this will catalyze and influence private sector investments in private concessions, communities and buffer zones outside PFA since this will generate economic and socio-cultural benefits and incentives for private sector, communities and government to protect and sustainably manage PFAs.

It is expected this project will mitigate climate change by sequestering 9.14 million ton CO<sub>2</sub> equivalent and enhance the resilience of 500,000 people living around PFAs.

The project will focus on permanent forest located in the 3 selected interventions sites: (i) South – East Moist Forest (humid forests surrounding with mining exploitations and big agriculture companies – Sud Hevea, palm and cocoa plantations, etc.); (ii) Bakossi – Bamboutos highlands (traditional agriculture and industrial plantations of tea) and (iii) Far North Region (soudano-sahelian) (Cotton / rice plantations and large herds of cattle).

The project is currently designed through 4 components, as follows:

- Sustainable Forest Management and restoration
- Capacity Building of stakeholders
- Market development and supply chain transformation
- Project management, monitoring and partnership

The project concept note builds on a project, which the total value is USD 64 million, including USD 30.5 million from the GCF in the form of a grant.

In this context, IUCN is looking to hire expertise through a team of consultants (consortium or firm), which required expertise is below. It is expected that the full project proposal documents including all annexes are submitted to the GCF no later than 12 months after the contract between IUCN and the consultants is effective, including IUCN internal review process completed.

### **Project team and qualifications**

The project team and qualifications expected are described as follows:

- Project design team leader with forestry background including REDD+ with extensive experience (10 years +) in designing large scale forest conservation projects;
- Land use and land use change expertise;
- Value chains expertise in the sectors of agriculture and logging;

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<sup>1</sup> The Cameroon's FIP estimation of the impact of the better management of forest are as follow:

- Oil palm: A better management will reduce forest land loss due to palm oil production, as such enabling the conservation of about 33,700 ha of forest between 2018 and 2035 corresponding to 14.96 MtCO<sub>2</sub>e.
- Cocoa: A better management is intended to reduce degraded forest portions due to cocoa production, as such conserving 199,000 ha of forest representing a mitigation of 67.62 MtCO<sub>2</sub>e.
- Corn: Sustainable intensification will reduce expansion, assuming it will reduce deforestation of 149,750 hectares between 2015 and 2035 in the REDD+ process compared with the BAU scenario – hence a mitigation of 36 MtCO<sub>2</sub>e.
- Forestry: Mitigation of carbon emissions is deduced from the reduction of wood extraction per extracted wood in reduced impact logging (RIL) compared to the extraction of conventional wood. This option will correspond to a mitigation of 16.47 MtCO<sub>2</sub>e.

- Proven expertise with environment and social safeguards (7 years +) related to conservation and restoration projects (e.g. IFC Performance Standards, REDD+ safeguards) and understanding of the IUCN ESMS.
- Proven forest landscape restoration assessment expertise and experience (7 years +)
- Proven track record of designing large scale funding proposals on forests management in Central Africa, Republic of Cameroon a plus, for multilateral donors (GEF, GCF, World Bank FIP, FCPF, etc...);
- Proven experience in the elaboration and/or implementation of project and programme proposals in the Congo Basin in general and Cameroon in particular;
- Wide knowledge of Cameroon Strategy Documents and Frameworks that will be capitalised in the project proposal (National REDD+ Strategy, National Anti-Poaching and Wildlife Strategy, National Development Strategy, etc.);
- Proven ability on multi-sectoral approach, issues and analysis (e.g. forestry, wildlife, agriculture, etc.).

## **Deliverables**

As per activity 1 of the PPF:

- Pre-feasibility study
- Feasibility study, including
  - ROAM Assessment
  - GHG evaluation, assessment of the project impact on carbon
  - Vulnerability assessment report
  - Theory of Change and log-frame
  - Report of the situation analysis of degradation and forest cover loss
  - Baseline report assessment based on the analysis of policies and on-going initiatives on forest sector and REDD+
  - Climate analysis and project's climate rationale
  - Detailed economic and financial analysis
  - Stakeholder analysis, documentation of stakeholder consultation during project preparation and stakeholder engagement plan determining actions for continued stakeholder involvement during project implementation

As per activity 2 of the PPF:

- Environmental and social impact assessment (as per ToRs in the PPF request)
- Environment and social management plan and other safeguard tools, as determined by the ESMS Screening (e.g. Process Framework to address Impacts from Access Restrictions, Indigenous Peoples Plan, IP Planning Framework, Environmental and Social Management Framework etc.)
- Gender analysis and Gender Action Plan

As per activity 3 of the PPF:

- Risk assessment including analysis and risk mitigation instruments, site specific hazard assessment and mitigation measures, development of sensitivities and case scenarios as part of the financial analysis, identification of executing entity(ies) and related risk analysis.

As per activity 4 of the PPF:

- Project design resulting in full Project documents as [per GCF templates](#), including
  - Detailed budget
  - Procurement plan
  - Work plan
  - M&E plan
  - Finalized theory of change and logical framework (based on the above activities' results)
  - Knowledge and communication plan
  - Institutional arrangements
- Inception and Validation workshop with national and local stakeholders as per the project's stakeholder engagement plan

As per activity 5 of the PPF:

- Engage with local and national stakeholders including NDA, MINFOF, MINEPDED and REDD+ Unit to strengthen and use the institutional framework being put in place by the National REDD+ Secretariat to implement Cameroon's Government climate objectives;

- Mobilize the project team to prepare and implement the PPF work plan
- Facilitate discussions and exchanges among stakeholders
- Gather and review relevant documentation from stakeholders

All templates to be used for the preparation of the project documentation inclusive of all annexes can be found [here](#).

**The deliverables will have to be the result of extensive stakeholder consultations, which will have to be detailed in the consultants' methodology and work plan. This will include inception workshop, extensive stakeholder consultations on sites, and validation workshop(s), to be defined in the consultants' methodology and work plan, etc**

**Period of consultancy**

The consultancy is expected to commence on DD/MM/YYYY and follow the indicative timeline below:

Deliverables	Timeline
Detailed work plan for the preparation phase	24 May 2021
Baseline studies, draft logical framework and theory of change for consultations within IUCN	18 June 2021
Draft proposal (including all annexes) available for IUCN regional and global programmes involved	30 February 2022
Revised proposal available to Government and IUCN for Proposal Review Meeting	29 April 2022
IUCN response to GCF Secretariat review and technical clearance (w/ support from consultants)	29 June 2022

**Schedule of Payments**

The detail of the financial proposal is to be submitted in the tables in Section 4. The required details include the daily or weekly rate of each member of the project team, the estimate of the number of days/weeks of input required with the unit costs of flights and estimate of the number of flights, and an estimate of the number of days in country with unit daily subsistence costs.

The total fee estimate will then be used as the basis for the schedule of payments, with expenses recoverable at cost with proof of purchase (bills) and usage (tickets) up to the estimated amounts as a maximum.

The following schedule of payments relates to the total fee estimate only:

Contract signature	20%
Delivery of activity 1	20%
Delivery of activity 2	20%
Delivery of activity 3	20%
Validation of activity 4 by GCF (including STAP and Board approval)	20%

The budget requested for the preparation of the project will have to be aligned with the PPG funds available (see project background in part 2 above)

**Travel**

The contract will require the Consultant to travel to the region as agreed with IUCN. Cost of travel will be provided in the bid and will have to comply with the IUCN policy on travel.



## PART 3 – THE EVALUATION MODEL

The selection criteria will consist of a technical and financial component. A weighting will be provided to each component as follows: Technical Weighting Factor 70%, Financial Weighting Factor 30%, with the total score a combination of these two percentages.

The technical component involves an evaluation of the following six criteria based upon the information provided in the submitted proposal documentation:

Project Methodology and Work Plan	25%
Experience with GCF or other related donor on the project topic	20%
Experience in Forest Management and REDD +	25%
Experience in Environmental and Social Impact Assessment, gender responsive project designs and safeguard tools	20%
Fluency in English and French	5%
Familiarity with Cameroon	5%

Only proposals which achieve a total score (Technical Score) of more than or equal to a value of 70% will be considered for financial evaluation. Proposals scoring less than 70% will be discarded from the tender evaluation process.

Technical proposals scoring greater than or equal to a value of 70% will be normalised by dividing their percentage by the maximum proposal technical percentage, and converting this value into a percentage to give the Normalised Technical Score

The financial evaluation will be based upon the full professional fee value submitted in the proposal combined with the estimate of total expenses (travel & subsistence *et al.*) as defined by the bidder in their proposal. All proposal prices will then be normalised by dividing the lowest bid price value by that bid's price value, and this value turned into a percentage (Financial Score). Thus: lowest bid value = USD X; bid A's value = USD Y; bid A's normalised financial score =  $(X / Y) * 100\%$

The Normalised Technical Score will be multiplied by the Technical Weighting Factor, the Financial Score multiplied by the Financial Weighting Factor and the two weighted scores added together to provide a Final Weighted Score for each bid achieving a Technical Score >70%.

IUCN will then enter into contractual negotiations with the bidder achieving the highest score.



## **PART 4 – INFORMATION TO BE PROVIDED BY PROPOSERS**

By participating in this RfP, Proposers are indicating their acceptance to be bound by the conditions set out in this RfP.

This Part details all the information Proposers are required to provide to IUCN. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

**Each of the following must be submitted as a separate document, and will be evaluated separately.**

### **4.1. Declaration**

Please read and sign the [Declaration](#) and include this in your proposal.

### **4.2. Technical information/Service Proposal**

- a) Project Methodology – describing in adequate detail how the Consultant intends to undertake the project delivery, justifying the approach described (maximum of 4 pages);
- b) Project Team – identifying Team Leader and supporting experts;
- c) CVs of all project Team Members (maximum 2 pages per CV);
- d) Activity Work Plan – using weekly/monthly intervals for the activities and tasks identified in the Project Methodology;
- e) Staffing Work Schedule – identifying days/weeks of input of staff identified in the Project Team, for the activities identified in the Activity Work Plan in the weeks/months they are estimated to occur;
- f) Evidence of similar projects undertaken within the last 5 years – where this experience is provided by sub-consultants this needs to be clearly identified as such;
- g) References –contact details of 3 No. referees familiar with the bidder’s experience relevant to the PPG

### **4.3. Pricing information**

#### **Prices include all costs**

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

#### **Applicable Goods and Services Taxes**

Proposal rates and prices shall be exclusive of Value Added Tax.

#### **Currency of proposed rates and prices**

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in USD.

#### **Rates and Prices**

#### **Staff Inputs**

<b>Expert Description</b>	<b>Day/Week Rate</b>	<b>Total Days/Weeks Input</b>	<b>Sub-Total Fee</b>
Team Leader			
Expert 1			
Expert 2			

<b>TOTAL</b>		n/a	
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Expenses Budget

<b>Expense Description</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Sub-Total</b>
International travel 1			
International travel 2			
Domestic travel 1			
Domestic travel 2			
Daily Subsistence			
Other 1			
Other 2			
Other 3			
<b>TOTAL</b>		n/a	

Please note IUCN will meet all costs of workshop venue hire, local stipends for delegates, catering et al.

**4.4. Non-price commercial information**

Bidders are required to provide the following:

- Certificate of registration of company
- Evidence of taxation system the company is governed under
- Where sub-consultants are to be used, clearly identify the individuals involved by providing Letters of Intent or Association signed by both parties; and
- Evidence of sub-consultants being covered by the lead company professional insurances
- A copy of last year's audited financial statements or equivalent

## **PART 5 – PROPOSED CONTRACT**

Draft template can be shared upon request to interested bidders who will confirm their interest in submitting a bid.

## **PART 6 – DEFINITIONS**

For the purposes of this Request for Proposal (RfP) the following definitions apply:

Contract	Means any contract or other legal commitment that results from this Request for Proposals.
Contractor	Means the entity that forms a Contract with IUCN for provision of the Requirement.
Instructions	Means the instructions and conditions set out in Part 1 of this Request for Proposals.
IUCN	Means IUCN, International Union for Conservation of Nature and Natural Resources.
IUCN Contact	Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.
Proposal	Means a written offer submitted in response to this Request for Proposals.
Proposer	Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.
Requirement	Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.
RfP	Request for Proposals