

Call For Proposals No. 239 of 2024
Date: 16/December/2024

Request for Proposals to select and contract specialized consulting services to contribute to the development of a GCF Financing Proposal for the *Building a Water-Resilient Bogota-Region Landscape Project*.

Cordial greetings,

Conservation International Foundation (hereafter, "Conservation International" or "CI") requires the hiring of a consulting firm to **Support CI and its partners developing all the required activities and products for a GCF Funding Proposal for a Project based on the Concept Note in Annex C of the Terms Of Reference and following the approved PPF proposal in Annex C of the Terms of Reference.**

The purpose, conditions and specifications of the services to be contracted are detailed in the *Terms of Reference document* included in [Annex 1](#) to this call.

Interested companies must submit their proposal following the instructions indicated in numeral 1.3 of this call document, no later than **January 30, 2025**.

All bidders are expected to exercise the highest standards of conduct in the preparation, presentation and, if selected, eventually the execution of the work specified in this call and in accordance with the CI Code of Ethics, available at: [Code of Ethics \(conservation.org\)](#). Bids will be rejected if it is proven that illegal or corrupt practices were incurred in their construction. We thank those interested for fully reviewing the conditions of the call before submitting their proposal, and following the instructions included in this document for the submission of their documents.

Conservation International's reputation stems from our commitment to our values: integrity, respect, courage, optimism, and passion and teamwork. The CI Code of Ethics (hereinafter referred to as the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers to live CI's core values, and outlines the minimum standards of ethical conduct that all parties must meet.

Any violation of the Code of Ethics must be reported to CI through its ethics hotline in <https://secure.ethicspoint.com/domain/media/en/gui/10680/index.html>.

Concerns regarding the integrity of the procurement process and its documents should be reported through page www.ci.ethicspoint.com under procurement and purchasing activities.

Request for Proposals

For

Support CI in the development of a GCF Financing proposal for the *Building a Water Resilient Landscape Project in the Bogotá Region*

Contracting entity:

CONSERVATION INTERNATIONAL FOUNDATION COLOMBIA

Funded under:

**Building a Water-Resilient Landscape in the Bogotá Region
PPF-GCF**

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1. GENERAL INSTRUCTIONS AND GUIDANCE

1.1 Introduction

Conservation International Colombia (CI) expects to meet the need identified and detailed by the Acquisition Applicant in the *Terms of Reference* ([Annex 1](#)), to meet the implementation requirements of the **GCF Bogotá-Region project**, through a competitive selection process that will begin with the publication of this *Request for Proposals* on its website and dissemination on social networks or mass media, if applicable.

Once the Proposals have been received, CI will form and delegate a suitable Evaluation Committee so that, in the first instance, it validates compliance with the minimum requirements indicated in numeral 7.1 of the *Terms of Reference*, and subsequently, evaluates and qualifies them as indicated in the Evaluation chapter (7.3) of the *Terms of Reference*. The results will be recorded in an *Evaluation Report* and will be reported to all applicants in a general way, without including details.

1.2 Who can apply?

The call is aimed at Colombian and/or foreign legal entities, which meet the following minimum requirements:

- The Consultancy will preferably be carried out by a team of professionals under the supervision of a Lead Consultant with experience in contributing to the GCF or similar proposals to successfully complete the deliverables listed in the ToR required to complete a Funding Proposal and is also expected to involve local consultants with experience in contributing to the GCF or similar proposals. The objectives, responsibilities, outputs and qualifications required have been organized by experience (see Annex 2 of the Terms of Reference), but may be reorganized according to the team composition proposed by the consultant(s). The lead consultant should consider language, logistics, local context, and cultural sensitivities when determining how deliverables are produced in each country.

In addition, proposals from proponents that do not meet one of the following requirements will be rejected:

- Contractual legal requirements: The proponent must demonstrate that it meets the requirements to sign contracts in Colombia with certification from the corresponding Chamber of Commerce or equivalent document from the country of origin. Documents that will be part of the proposal.
- Specific experience: in the formulation and/or support of the formulation of proposals for full financing of the GCF.

CI guarantees compliance with and complies with the principles of transparency, prior information and confidentiality emanating from its procurement policies and international best practices, sharing with applicants the information that is considered relevant to the selection process and necessary to guide applications. Likewise, the principle of plurality, allowing the broad participation of qualified people in the market of the services targeted by future hiring, without distinction of race, gender, religious preferences, or limitation of abilities.

1.3 Chronological list of events

The following calendar summarizes the important dates in the call process. Bidders must strictly follow these deadlines.

- *Publication of the call:* **December 16, 2024.**
- *Deadline for request for clarifications by applicants:* **January 13, 2025.**

- *Deadline for applications: January 30, 2025.*

The above dates may be modified at CI's discretion. Any changes will be posted/announced in a modification of this calendar.

Validity of bid: 120 days from the submission deadline

Clarifications: Questions may be submitted at convocatoriascico@conservation.org by the specified date and time in the previous timeline. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.

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.

1.4 Application Instructions

Interested parties must submit their Proposal together with the indicated supports, within the deadline for applications indicated in the previous paragraph, to the electronic address: convocatoriascico@conservation.org, indicating in the subject of the message, the text: "**Call No. 239 – PPF-GCF Financing Proposal**", following the instructions below:

All proposals must be submitted in English in one volume consisting of the following:

1. Signed cover page on bidder's letterhead with the bidder's contact information.
2. Signed and attach the *Representation of Transparency, Integrity, Environmental and Social Responsibility* Form ([Annex 2](#)). Save it as a .pdf file and name it "Company Name-RTIESR"
3. Include your company's resume or brochure, and attach a list of your general and specific experience relevant to the purposes of the call (Please use [Annex 3](#)).
4. Duly fill out the form for *Data Processing Authorization* in [Annex 4](#), save it in a .pdf file, and call it: "Company Name-Declarations".
5. Prepare your technical offer using the model included in [Annex 5.1](#), save it in a .pdf file, and call it: "Company Name-Technical Offer".
6. Prepare your cost offer using the model included in [Annex 5.2](#), save it in a .pdf file, and call it: "Company Name-Cost Offer", include in Excel the cost detail prepared in the format of [Annex 5.2.1](#).
7. Attach the resumes of the proposed work team for the development of the services, and name each file: "Name Company-HV Nname Surname".
8. Include the Certificate of Existence and Legal Representation (issued no more than 3 months). Foreign companies must present the equivalent document in their country of domicile;
9. Signed and attach the *Security Screening Request Form* ([Annex 7](#)), save it as a .pdf file and name it "Company Name-SSR"

The applicant is responsible for ensuring that his/her Proposal is received in accordance with the instructions indicated in this document, and for including in the experience list that is necessary and relevant for the purposes of the call, as indicated in chapter 7 of the *Terms of Reference*.

The applicant is responsible for ensuring that his/her economic offer includes all costs (including applicable taxes) necessary to develop the services.

CI invites applicants, in accordance with its responsibility for the conservation of resources and persistent preventive measures in the face of the global health emergency, not to use physical means to make their application. Likewise, for the sake of administrative economy and agility of the process, it is urged to include only the documentation and information requested in this *Application*.

Proposals submitted after the deadline will not be considered in the process.

This call does not obligate CI to perform a contract nor does it obligate CI to pay the costs incurred in preparing and submitting proposals. In addition, CI reserves the right to reject any and all applications, if such action is deemed to be in the best interest of CI.

1.5 Processing of personal data

The person who decides to participate in this selection process must voluntarily, prior, expressly, informed, and unequivocally authorize Conservation International Foundation, Carrera 13 No 71-41. Bogotá D.C Colombia Tel: (+571) 3452854 /52/63 Fax :(+571) 3452854 Ext. 109. www.conservation.org.co, the collection and processing of the data you provide, under the terms and conditions established in the *Personal Data Processing Policy* contained in the following link: <http://www.conservation.org.co/Utilidades/habeas-data>. Likewise, you must expressly state that you have known, understood and accepted the terms and conditions established in the aforementioned *Policy*.

To this end, the applicant shall fill out and submit the form included in Annex 3 of this *Request for Proposals*.

1.6 Reservation of rights and confidentiality

CI Colombia reserves the right to issue an award without further discussion, or to modify the type of award. This *Request for Proposals* in no way obligates CI to award a contract, nor does it commit CI to pay the costs incurred by the applicant in preparing and submitting its application. CI reserves the right to enter into negotiations on prices and terms as necessary.

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.

1.7 Eligibility Criteria

Applicants will not be hired if:

- They are bankrupt or in liquidation, their affairs are being administered by courts, they have entered into an agreement with their creditors, they have suspended their business activities, they are subject to proceedings relating to such matters or they are in a similar situation arising from a similar procedure provided for in national law or regulation.
- They or persons who have powers of representation, decision-making or control over the company or organization have been convicted by court sentence of an offence relating to their professional conduct;
- Have been guilty of serious professional misconduct; proven by any means CI can justify;
- They have not fulfilled the obligations related to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of CI or those of the country where the contract will be performed.

- They or the persons who have powers of representation, decision-making or control over the company or organization have been convicted by court judgment of fraud, corruption, participation in a criminal organization or money laundering;
- Promote or use child labor or forced labor and/or engage in discriminatory practices, and/or fail to respect the right to freedom of association and the right to organize and engage in collective bargaining in accordance with the fundamental conventions of the International Labour Organization (ILO).

2. EVALUATION CRITERIA

In evaluating proposals, CI will seek the best value for money, considering the merits of the technical and cost proposals. Proposals will be evaluated using the following criteria below and the top-scoring Offerors may also be interviewed.

An Evaluation Committee designated by CI will evaluate the proposals that fulfill the minimum requirements prescribed in section 6. The evaluation results and final recommendation will be presented in a report.

CI will inform the decision to all the proponents on equal terms. Details about the evaluation will not be shared.

The evaluation criteria is in the following table

Evaluation Criteria	Score (out of 100)
Do the proposed Key Personnel have the specific technical expertise and experience for the assignment and does the bid include sufficient national consultants in the consultant team?	20
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	20
Does the Offeror have experience working with public or multilateral donors, including the Global Environment Fund and/or the GCF?	15
Is the Workplan with timeline presentation clear, and is the sequence of activities and the planning, logical, realistic, and promises efficient implementation to the project?	10
Does the bidder's past performance demonstrate recent proven experience doing similar work, including work with Indigenous Peoples?	10
Does the bidder and the proposed personnel have specific technical expertise working in Colombia and/or the Bogota Region?	5
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20
Total	100

3. FORM OF CONTRACTING

CI will sign a contract for the provision of consulting services using the model included in [Annex 6](#), with the selected applicant, after carrying out the verifications and validations of eligibility and security as indicated in numeral 1.7 of this document.

By applying, the interested party acknowledges and accepts that he/she will subscribe to the guarantees requested in the contract, which are reported in the attached form.

3.1 Conditions for contracting

The following documents should not be submitted with the Proposal. They will be requested by CI at the time and to the corresponding applicant.

With its application, the proponent acknowledges and declares that it has, and will provide, all the documentation and information indicated below:

- Copy of the identity document of the company's legal representative;
- Certification of the bank account where the consultancy payments will be made,
- Proof of being up to date in the payment of social security contributions, parafiscal contributions of your personnel, in accordance with the current law applicable to your company;
- Certificate of the Occupational Health and Safety Management System of your company, in accordance with the legislation applicable to your company;
- Copy of the current Single Tax Registry (RUT), or the equivalent document in your country, according to the law that applies to your company;
- Certificates issued on the occasion of the pre-occupational medical evaluation, in accordance with the applicable legislation in force, of the professionals of the work team;
- Copy of the training and experience supports of the professionals of the work team;
- Security Assessment Request, completed in the format provided by CI.

The selected consulting firm must be responsible for its tax obligations in Colombia.

4. ANNEXES

4.1 Annex 1. Terms of Reference of the call

-Attached document in PDF with annexes within the same document.

4.2 Anexo 2. Representation of Transparency, Integrity, Environmental and Social Responsibility Form

-Attached document in Word.

4.3 Annex 3. Company Experience Relationship Format

- Attached document in MS Excel.

4.4 Annex 4. Data Processing Declaration and Authorization Form

- Attached document in MS Word.

4.5 Annex 5. Models for the Submission of Bids

- 5.1 Technical offer: Attached document in MS Word.

- 5.2 Cost Offer: Attached document in MS Word and 5.2.1 Detailed table in Excel.

4.6 Annex 6. Model Contract

-Attached document in PDF.

4.7 Anexo 7. Security Screening Request Form

-Attached document in Word.