



Request for Expressions of Interest

Title of Contract	Consultancy Services for a Pro-nature Grant response mechanism for selected countries affected by the COVID Pandemic.
Reference No	CRAB CBF 002/2023
Date Issued	August 14, 2023
Project	Caribbean Regional Architecture for Biodiversity (CRAB) Project
Donor	Agence Française de Développement
Contracting Authority	Caribbean Biodiversity Fund (CBF)
Deadline for Submission "Extended"	<i>October 6th 2023</i>

CARIBBEAN REGIONAL ARCHITECTURE FOR BIODIVERSITY (CRAB) PROJECT

CONSULTING SERVICES

Request for Expressions of Interest (REOI)

1. The *Caribbean Biodiversity Fund (CBF)* has received financing from *Agence Française de Développement ("AFD")*, towards the cost of the **Caribbean Regional Architecture for Biodiversity (CRAB) Project** and intends to use part of the funds thereof for payments under the following Contract ***"Consultancy Services for a Pro-nature Grant response mechanism for selected countries affected by the COVID Pandemic."***

2. The Services of the consultant are required based on the following:

The CBF is a regional environmental fund whose mission is "to ensure continuous funding for conservation and sustainable development in the Caribbean." The CBF, through its Conservation Finance Programme, working along with the National Conservation Trust Funds (NCTFs), form the "Caribbean Sustainable Financial Architecture ("the Architecture"). To date, CBF has established 11 Partnership Agreements with NCTFs, of which 10 have already received CBF funds and are at different stages of supporting activities in line with the Sustainable Development Goals 14 and 15 (in water and on land) with CBF resources. The objective of this consultancy is to prepare road maps for the mobilization of additional sources of sustainable conservation financing for partner NCTF countries. The partner NCTF countries are that are part of this consultancy are (1) Grenada, (2) St. Vincent & the Grenadines, (3) Dominica, (4) St. Lucia, (5) Jamaica, (6) Guyana (7) Haiti (8) Dominican Republic.

The expected deliverables are:

- (i) Participatory diagnosis of protected areas and communities most affected by the COVID-19 health crisis in each target country.
- (ii) Preparation of guidelines for implementation of the Call for Proposals (CfP) to include identification of actors and opportunities for pro-nature post-Covid-19 pandemic recovery support, grant size, eligibility, priority sectors and M&E Indicators.
- (iii) Recommendation on the most effective arrangement for launching and management of the CfP.

The estimated budget for this contract is USD94,000 with an estimated duration of 4 months starting October 2023.

3. The CBF hereby invites Applicants to show their interest in delivering the Services described above.

4. This Request for Expressions of Interest is open to:

- Individual Consultants
- Consulting Firms
- Non Governmental Organisations
- Joint Venture between Individual Consultants
- Joint Venture between NGO(s) and Consulting Firms

5. The Applicant shall submit only one application, either in its own name or as a member of a Joint Venture (JV). If an Applicant (including any JV member) submits or participates in more than one application, those applications shall be all rejected. However, the same Subconsultant may participate in several applications.

If the Applicant is a JV, the expression of interest shall include:

- ✓ a copy of the JV Agreement entered into by all members,
or
- ✓ a letter of intent to execute a JV Agreement, signed by all members together with a copy of the Agreement proposal,

In the absence of this document, the other members will be considered as Subconsultants.

Experiences and qualifications of Subconsultants are not taken into account in the evaluation of the applications.

6. Interested Applicants must provide information evidencing that they are qualified and experienced to perform those Services. For that purpose, documented evidence of recent and similar services shall be submitted. If the Applicant is a JV, the combined experiences of the JV members will be considered.

Determination of the similarity of the experiences will be based on:

(i) The contracts size	<ul style="list-style-type: none"> • Applicant should have undertaken contract(s) of a similar value and nature. A minimum of 2 contracts is required.
(ii) The nature of the Services	<ul style="list-style-type: none"> • At least 3 prior assignments with outputs related to participatory diagnosis/rapid assessments particular in the field of community-based resilience.
(iii) The technical area and expertise	<ul style="list-style-type: none"> • In-depth knowledge of conservation actors in the NGO sector in the Caribbean Region including NCTFs • Experience with the preparation/implementation or monitoring of small grants for biodiversity conservation. • Experience with design/implementation of small grants following pro-nature solutions in biodiversity conservation.
(iv) The location of experience	<ul style="list-style-type: none"> • In the region (CARIFORUM)

The CBF will also take into account for the evaluation of the applications the following items:

- ✓ Skills and availability of in-house technical back-up experts provided to the on-site experts;
- ✓ local representatives/partners;
- ✓ Access to communication/translation services in French and Spanish.

Among the submitted applications, CBF will shortlist a minimum of three (3) and maximum of six (6) Applicants, to whom the Request for Proposals to carry out the Services shall be sent.

The Expressions of Interest must be submitted electronically to the procurement@caribbeanbiodiversityfund.org no later than (October 6, 2023.) with Subject Line: **“EOI – Pro-nature Grant Mechanism”**.

Interested Applicants may obtain further information by submitting Questions to procurement@caribbeanbiodiversityfund.org with Subject Line: **“Questions: EOI – EOI – Pro-nature Grant Mechanism”** no later than September 29, 2023.

**Appendix to The Request for Expressions of Interest
(To be submitted with the application, signed and unaltered)**

Statement of Integrity, Eligibility and Environmental and Social Responsibility

Reference of the bid or proposal Consultancy Services for a Pro-nature Grant response mechanism for selected countries affected by the COVID Pandemic. (the "Contract")

To: Caribbean Biodiversity Fund, (the "Contracting Authority")

1. We recognise and accept that *Agence Française de Développement* ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
 - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganization or being in any analogous situation arising from any similar procedure;
 - 2.2 Having been:
 - a) convicted, within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
 - b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
 - c) convicted, within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;
 - 2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
 - 2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;
 - 2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this

- Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);
- 2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.
3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:
- 3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
- 3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
- 3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
- 3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
- 3.5 In the case of procurement of goods, works or plants:
- a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
- b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out work supervision or inspection for this Contract.
4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
6. In the context of the procurement process and performance of the corresponding contract:
- 6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;
- 6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
- 6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

- 6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;
- 6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;
- 6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;
- 6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.
7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorize AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of:

Duly empowered to sign in the name and on behalf of¹:

Signature:

Dated:

¹ In case of a joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.