

## Request for Proposals

Title: Consultant to set science-based emission reduction targets

Date Solicitation is Issued: July 5, 2022

Re-Publication Date: July 27, 2022

Solicitation Number: DREC.07.05.2022.SBERT

Closing Date: August 7, 2022

Closing Time: 6:00pm, EDT

Entitles That May Apply: Both firms and individual consultants

Contractual Mechanism: Fixed Price

### **I. BACKGROUND**

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger— more healthy, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For 60 years, we have served the most vulnerable communities, investing resources throughout the hemisphere. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

With 60 years of experience across Latin America and the Caribbean and strong partnerships with local communities, civil society, and public and private sectors, we have an impeccable track record of success with extensive in-country networks and sound financial controls. We are uniquely positioned to develop and implement adaptable programs across multiple technical areas, quickly deploy to any country in Latin America and the Caribbean and activate existing local networks, measure and evaluate our impact with comprehensive performance indicators, and communicate our progress through integrated communications strategies.

PADF believes in caring for both people and planet. We support communities with their efforts to safeguard their ecosystems for current and future generations, and promote sustainable livelihoods. As a signatory of the NGO Climate Compact, PADF is taking steps to mitigate greenhouse gas (GHG) emissions from our internal operations by measuring our carbon footprint, which will allow us to identify our main sources of emissions and set ambitious GHG reduction targets.

### **II. PROJECT OVERVIEW**

The consultant will analyze PADF's last three years of emissions data and accompanying reports to help the organization establish near term science-based emission reduction

targets in line with the Paris Agreement and keeping warming below 1.5 degrees Celsius. These near-term targets must help the organization achieve our 2030 goal of reducing emissions at least 30% by 2030. These near-term targets must also fit into our forthcoming Climate Action Plan slated to be adopted this summer.

**III. LOCATION(S) OF ASSIGNMENT**

Remote

**IV. TERMS OF REFERENCE, DELIVERABLES AND DELIVERABLES SCHEDULE**

The consultant will:

- A. Propose near-term science-based emission reduction targets based on an analysis of PADF’s history of emissions between 2019-2021 and current long-term goal of achieving 30% reduction in emissions by 2030
  - a. Address PADF’s already measured scope 1, scope 2, and scope 3, category 6 emissions.
  - b. Propose optional near-term science-based emission reduction targets for scopes that are not measured yet but are planned to be measured in the next three years. These include categories 1, 5, and 7 of scope 3.
- B. Present recommendations over the short-term that are in line with the Paris Climate Agreement and keeping warming below 1.5 degrees Celsius.
- C. Propose language that can be directly inserted to the draft of PADF’s Climate Action Plan section 3 “Goals and targets” and section 6 “Next Steps”.

Schedule of Milestones/Deliverables					
	Estimated Completion Date	Milestone	Deliverable	Percent of Total	Total Payment PADF
1	August 19, 2022	Work Plan outlining the consultant’s methodology.	Work Plan	25%	USD Amount
1	September 2, 2022	Draft report of near-term reduction targets which includes explanation of how they were calculated and proposed language to plug directly into the Climate Action Plan.	Draft report	25%	USD Amount
2	September 14, 2022	Final report based on feedback from PADF on the draft report.	Final report	50%	USD Amount
<b>Total</b>				100%	USD Amount

**Please submit a budget that is no more than \$4,000. Attach the table provided above as a budget in your application with the righthand column “Total Payment PADF” completed.**

**V. EVALUATION CRITERIA**

<b>Evaluation Criteria</b>	<b>Score out of 40</b>
Does the proposal clearly explain, understand, and respond to the objectives of the project as stated in the Terms of Reference?	10
Demonstrated expertise and experience with similar projects	10
Personnel Qualifications – Do the proposed team members / or individual, have necessary experience and capabilities to carry out the Terms of Reference?	10
Cost: Best Value	10
<b>Total possible</b>	<b>40</b>

## **VI. SUBMISSION DETAILS**

- a. Deadline. Proposals must be received no later than August 7, 2022, 6:00pm EST. Late submissions will not be accepted. Proposals must be submitted via email [procurement@padf.org](mailto:procurement@padf.org). All proposals are to be submitted following the guidelines listed in this RFP.
- b. Validity of bid. 120 days from the submission deadline.
- c. Clarifications. Questions may be submitted to [procurement@padf.org](mailto:procurement@padf.org) by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. PADF will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the PADF website and/or communicated via email.
- d. Amendments. At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the RFP documents by amendment which will be posted to the PADF website and/or communicated via email.
- e. Timeline of Events

Request for Proposals Issued (Extension)	July 5, 2022
Clarifications submitted to PADF	July 12, 2022
Clarifications provided to known bidders	July 15, 2022
Re- Publication Date	July 27, 2022
Complete Proposals Due (Updated)	August 7, 2022
Approximate Selection Made (Updated)	August 12 2022

## **VII. MINIMUM REQUIREMENTS**

- A relevant degree in economics, business, engineering, building sciences, sustainable development, or another relevant field

- Relevant experience in climate and sustainability consulting, conducting GHG emissions assessment, and/or ESG management
- Experience in providing consultation/advisory services under GHGp, SBTi, EPA, IPCC, and CDP global standards
- Familiarity with emissions measurements tools, GHG quantification frameworks, and disclosure forms under GHGp, SBTi, EPA, IPCC and CDP
- Experience in developing science-based targets
- Proficiency in Spanish preferred, but not required

### **VIII. PROPOSAL DOCUMENTS TO INCLUDE**

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. 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 7 (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 Terms of Reference

### **IX. TERMS AND CONDITIONS**

#### Resulting Award

This RFP does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest

of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

#### 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. PADF 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. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.



PAN AMERICAN DEVELOPMENT FOUNDATION  
Protection from Sexual Exploitation and Abuse (PSEA)

As part of the contractor's internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

#### Contracting with Small, Minority, and Women's Businesses

PADF will take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

#### Debarment and Suspension

Entities that appear on any exclusion lists, System for Award Management (SAM), Office of Foreign Assets Control (OFAC), UN Sanctions List, and other watchlists, will not have their bid evaluated and will not be eligible to receive any subaward that may result from this Request for Proposals.

**ANNEX I, VENDOR INFORMATION**

Please Annex the following information in your submitted proposal:

<b>VENDOR INFORMATION FORM</b>		
1.	<b>Vendor Type</b> <small>(Please indicate if a Firm or Individual Consultant)</small>	
2.	<b>Registration Status</b> <small>(Please indicate Employer Identification Number, Social Security Number, or other registration number)</small>	
3.	<b>Vendor's Legal Name</b>	
4.	<b>Company Contact full name</b>	
5.	<b>Email Address</b>	
6.	<b>Full Business Address</b> <small>(Including city, country, and postal code, if applicable)</small>	
7.	<b>Unique Entity Identifier (formerly DUNS Number)</b> <small>(Enter Number or N/A. For USG funding Vendor must have a UEI. Please sign up at <a href="https://sam.gov/content/duns-uei">https://sam.gov/content/duns-uei</a> )</small>	
8.	<b>Category</b> <small>(Not-For-Profit, For-Profit, Other)</small>	
9.	<b>Based in U.S.?</b> <small>(Yes or No)</small>	
10.	<b>Phone Number</b>	
13.	<b>Government Owned Business?</b> <small>(Yes or No)</small>	

14.	<b>Signed and Printed Name</b>	
15.	<b>Date</b>	

## **ANNEX II, PADF CODE OF CONDUCT**

PADF has an intrinsic set of values which can be categorized by H.E.A.R.T, which are categorized as:

**Honesty:** We work and express ourselves in an open, transparent, and clear manner.

**Excellence:** We strive for the highest results and standards, and work with clear and transparent processes deliverables, evidence and rigor. We are committed to those we serve, giving our time, energy and dedication to what we believe in.

**Accountability:** We pride ourselves on our integrity. We accept responsibility for our actions. We rigorously manage our results, our deliverables, our documentation, and our knowledge.

**Respect:** We value diversity and other points of view. We are inclusive and empathetic. We foster cooperation, collegiality and teamwork, working together toward the same ends. We seek to create a work environment of decency, working fairness, sincerity and trustworthiness.

**Teamwork:** We work as ONE PADF committing to our common goals and objectives. We foster cooperation, collegiality and teamwork. We make high-quality decisions as a team. We proactively and openly share knowledge, materials, and expertise. We foster and embrace innovation, creativity and diverse points of view. We are one team.

Offerors and their agents shall at all times act with integrity. Offerors and their agents shall not:

- Offer gifts, employment, and other benefits to Pan American Development Foundation employees and others who are in a position to influence the award of a contract.
- Attempt to seek confidential information in respect to tendering and contract formation processes associated with this RFP from Pan American Development Foundation employees and others who have access to confidential information.

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 PADF's H.E.A.R.T. values.

Any violation of the Code of Conduct, as well as concerns regarding the integrity of the procurement process and documents should be reported to PADF via its Ethics Hotline at <https://secure.ethicspoint.com/domain/media/en/gui/66351/index.html>