

## Request for Proposals

Title: Consultant to develop a guide to mainstream climate adaptation and mitigation into programs

Date Solicitation is Issued: August 12, 2022

Solicitation Number: DREC.08.12.2022.MAINSTREAM

Closing Date: August 28, 2022

Closing Time: 6:00pm, EDT (UTC-04:00)

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.

### **II. PROJECT OVERVIEW**

The consultant will analyze a sample of projects from PADF's project portfolio, the organization's draft of the Climate Action Plan, and US government recommendations to help PADF establish a climate mainstreaming guide and overall organizational approach that uses a climate "lens". The climate mainstreaming guide will have three sections: how to mitigate climate risk, how to integrate climate change mitigation protocols and how to

incorporate climate change adaptation. The consultant will also produce a report providing PADF recommendations overall on how to integrate a climate “lens” across project management, budget creation, and new business development.

### III. LOCATION(S) OF ASSIGNMENT

Remote

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

The consultant will:

- A. Review a sample of PADF’s portfolio of projects, the organization’s draft of the Climate Action Plan, and US government climate recommendations.
- B. Develop a climate mainstreaming guide for project managers that will provide guidance on:
  - a. How to mitigate climate risk on a project considering water related risks, geography, project timeline and budget, target population, etc.
  - b. How to integrate climate change mitigation protocols into a project that has the potential to have net-positive climate outcomes. This can include projects on food systems, green or blue economy, recycling, employment, energy, education, or other related topics.
  - c. How to incorporate climate change adaptation into long term outcomes of a project regardless of theme.
- C. Write a report that presents recommendations on how PADF can incorporate a climate “lens” across multiple business areas such as project management, budget creation, and new business development. The report should include as a minimum the following sections:
  - a. The importance of addressing climate change
  - b. Background on PADF and the climate crisis
  - c. Recommendations for PADF and supporting statements
  - d. Conclusions

Schedule of Milestones/Deliverables					
	Estimated Completion Date	Milestone	Deliverable	Percent of Total	Total Payment PADF
1	September 9, 2022	Work Plan outlining the consultant’s methodology.	Work Plan	25%	USD Amount
1	September 23, 2022	Draft mainstreaming guide addressing three pillars (risk, mitigation, and adaptation) and draft report on how to integrate a climate lens into business operations	Draft report and draft guide	25%	USD Amount
2	September 30, 2022	Final guide and report based on feedback from PADF	Final report and final guide	50%	USD Amount
<b>Total</b>				100%	USD Amount



**Please submit a budget that is no more than \$7,000. 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 100</b>
Does the proposal clearly explain, understand, and respond to the objectives of the project as stated in the Terms of Reference?	40
Demonstrated expertise and experience with similar projects	20
Personnel Qualifications – Do the proposed team members / or individual, have necessary experience and capabilities to carry out the Terms of Reference?	20
Cost: Best Value	20
<b>Total possible</b>	<b>100</b>

**VI. SUBMISSION DETAILS**

- a. Deadline. Proposals must be received no later than August 28, 2022, 2022, 6:00pm EDT (UTC -04:00). 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	August 12, 2022
Clarifications submitted to PADF	August 21, 2022
Clarifications provided to known bidders	August 24, 2022
Complete Proposals Due	August 28, 2022
Approximate Selection Made	August 31, 2022

## **VII. MINIMUM REQUIREMENTS**

- A relevant degree in project management, environmental science, sustainable development, sustainable business, or another relevant field
- Relevant experience in climate and sustainability consulting, US government consulting, international development, sustainable project management, and/or change management
- Experience in providing consultation/advisory services in alignment with US government standards
- Familiarity with project management, budget, and climate change frameworks
- Experience in developing guides, toolkits, and reports
- 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. Consultant 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 consultant(s) proposed meet/s 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>