

Request for Proposals

Title: National organization to support the development of “business advisory group” to assist the drafting of a government-led business action plan on biodiversity as part of South Africa CBD updated NBSAP.

RFP No: 1

Date of Issuance: 18 January 2023

Deadline: 17 February 2023

Project timeline: 1 March 2023 – 31 July 2023

Project budget: maximum of USD \$24,750

Note: Upon successful completion of the contract, the national partner has the opportunity to continue the implementation from 1 September 2023 to 31 August 2024 with a new workplan and an additional budget of USD \$24,750.

1. Background

In December 2022 at the UN Biodiversity COP15, 196 countries adopted an ambitious global agreement on nature. This agreement, called the Kunming-Montreal Global Biodiversity Framework, will now be implemented on a national level. This is a unique opportunity for governments, civil society, business and financial institutions, and other relevant stakeholders to work together to halt and reverse nature loss by 2030.

For the Framework to be successful, countries will need to update their National Biodiversity Strategies and Action Plans (NBSAPs) and implement actions to meet their commitments. This requires coordination between governments, who are responsible for the NBSAPs, and businesses, who can contribute to NBSAP development and implementation.

GEF is providing funding to Business for Nature for the project “Towards a nature positive world by 2030 through businesses driving policy ambition and reducing negative corporate impact”. As part of this project, Business for Nature will engage with four countries to support the implementation of the GBF, more specifically to create a business-government dialogue aim at assisting governments to implement the business-related targets of the GBF.

This work will be financially and technically supported by Business for Nature, overseen by CI-GEF and implemented by a national partner. This request for proposal aims to identify and select the national partner that would lead the implementation in South Africa from 1 March 2023 to 31 July 2023 (Y1) with maximum budget of USD \$24,750. Upon successful completion of the Y1 contract, national partners have the opportunity to continue the implementation from 1 September 2023 to 31 July 2024 (Y2) with a new workplan and an additional budget of USD \$24,750.

2. Project Overview

What are the objectives?

The project aims to create a business-government dialogue in South Africa to support the implementation of the GBF. This includes two objectives:

1. **Creation/support to a national-level business advisory groups:** the first objective is to support the establishment/reinforcement/support to national-level business advisory groups to guide and inform governments in implementing post-2020 GBF targets that relate to business.
2. **Support the development of a business biodiversity action plan as part of South Africa's NBSAP:** the second objective is to support the development of a joint business biodiversity action plan that could become part of South Africa's updated NBSAPs. The plan will be jointly developed between governments and national business advisory groups. The action plan will aim to detail how the business-related targets of the GBF can be implemented at national level

Why is this needed?

The lack of coordination and engagement between policymakers and businesses on biodiversity during the development of NBSAPs has in the past led to a limited engagement of the private sector in the implementation of CBD agreements, leading to missed opportunities. This project aims to create a business-government dialogue to share respective views, importance and plans around reversing biodiversity and nature loss, and discuss specific policy ambition and action at national level.

How will the project be implemented?

Similar work will be conducted in three other countries, including in Colombia and Malaysia. Outcome, methodologies, best practices and lessons learned will be communicated between countries to ensure efficient implementation.

Role and responsibility of the national partner:

Under the overall guidance of Business for Nature and CI-GEF, the selected organization is expected to coordinate the activities at the national level to deliver the activities planned and ensure that companies and governments engage in meaningful and regular dialogues for the implementation of the Post-2020 Global Biodiversity Framework.

Role and responsibility of Business for Nature:

Business for Nature will be responsible and accountable for quality control and approving final deliverables. We will provide strategic and technical support to the national organization throughout the implementation of the project. An adviser to the project coordinator will be available to:

- Provide general advice
- Share lessons learned from similar engagements in other countries

- Review the project work plan
- Approve the key deliverables of the national partner's work
- Assist in developing positions
- Engage with international businesses
- Make connections with key experts and organizations

Role and responsibility of Conservation International GEF Agency (CI-GEF):

Conservation International is the accredited GEF Implementing Agency for this project. As such, CI is required to flow down certain funding terms as part of all service agreements under this project.

How can the project objectives be achieved?

To be successful, the details of the implementation of the project will need to reflect the national context. As part of the request for proposal, interested organizations are therefore invited to propose activities to be implemented to achieve the two objectives.

This could include an initial baseline analysis in South Africa to understand the existing level of engagement between governments and businesses on biodiversity. Based on the outcome of the analysis, the national partner will propose the best way forward in establishing/reinforcing a national business advisory group to support and guide the government in developing a plan to implement the business-related targets of the CBD Post-2020 GBF.

The national partner would suggest the composition, governance, regularity and activities of this business advisory group and how this group will engage the government to support the development of a joint action plan that could be integrated in the updated NBSAP. Organization of multi-stakeholder consultations and discussion on the role of business in driving policy ambition on nature, engaging notably indigenous groups, women and youth should also be considered.

The ultimate objective is to support the integration of a business action plan the updated NBSAPs which are the main national-level implementation mechanism of the GBF. While the short time frame of the project does not allow for co-development of the NBSAPs themselves, the business biodiversity action plan to be developed between governments and national business will support the implementation of the business-related targets of the CBD Post-2020 GBF.

These action plans could then be integrated into the updated NBSAPs as “business chapters” or Annex and guide the development on national legislation and regulation. This would help fill an important gap to secure effective implementation of biodiversity targets beyond policy level in the national economy.

The action plan could for example include the following elements (although this would be decided in collaboration with the government and the business advisory group based on national context and need):

- an analysis of how the economy, its major sectors and key leading businesses currently impact nature and how they depend on nature.
- an economic estimation of the value of these natural capital and ecosystem services.

- a proposed approach on how to meet the business-specific targets of the CBD Post-2020 GBF,
- concrete targets and indicators for M&E, setting milestones for 2030.
- a description of how business practices, models, and investment strategies will need to transition to benefit from nature-based job and business opportunities to stimulate a green transition of the economy, including indigenous communities and women's needs and ambitions.
- Foreseen policies and regulations that will be put in place

3. Submission Details

Interested organizations are invited to submit a proposal to Business for Nature, detailing how they are proposing to implement this project and achieve the two objectives.

- a. Deadline. Proposals must be received no later than 17 February 2023. Late submissions will not be accepted. Proposals must be submitted via email to contact@businessfornature.org.
- b. Validity of bid. 120 days from the submission deadline
- c. Clarifications. Questions may be submitted to contact@businessfornature.org by 27 January 2023. The subject of the email must contain the RFP number and title of the RFP. Business for Nature will respond in writing to submitted clarifications by 3 February 2023. Responses to questions that may be of common interest to all bidders will be posted to the Business for Nature website and/or communicated via email.
- d. Amendments. At any time prior to the deadline for submission of proposals, Business for Nature may, for any reason, modify the RFP documents by amendment which will be posted to the Business for Nature website and/or communicated via email.

4. Minimum Requirements

- a. The bidder should be a credible organization that represents leading business voices in South Africa.
- b. The bidder should have existing relationship with business and government in South Africa, as well as technical expertise related to business, policy and biodiversity.
- c. The bidder should demonstrate willingness and interest to collaborate with BfN on the project, as well as flexibility to innovate and adapt during the execution phase based on national context.

5. Proposal Documents to Include

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- c. Technical Proposal (Attachment 2)
- d. Financial Proposal. Business for Nature will be able to provide a maximum of USD \$24,750 to support the implementation of the project. Offerors shall use the cost proposal template (Attachment 3).

6. Evaluation Criteria

In evaluating proposals, Business for Nature and GEF-CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated against the following criteria:

Evaluation Criteria	Score (out of 100)
Based on the proposal, desktop research and references, is the bidder a credible organization that represents leading business voices in the country?	12.5%
Based on the proposal and desktop research, does the bidder's past performance demonstrate recent proven experience doing similar work?	12.5%
Based on the proposal and exchanges, do the bidder and the proposed personnel have existing relationship with business and government in South Africa?	12.5%
Based on the proposal and exchanges, do the bidder and the proposed personnel have the technical expertise and interest to collaborate for the assignment?	12.5%
Does the proposal demonstrate innovation and creativity beyond the activities suggested in the RFP?	12.5%
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	12.5%
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	12.5%
Are the costs proposed reasonable and realistic, reflecting a solid understanding of the assignment?	12.5%

7. Proposal Timeline

RFP Issued	16 January 2023
Clarifications submitted to Business for Nature	27 January 2023
Clarifications provided to known bidders	3 February 2023
Complete proposals due to Business for Nature	17 February 2023
Interviews and feedback on proposals (if applicable)	20-27 February 2023
Final selection	28 February 2023

8. Resulting Award

Business for Nature anticipates entering into an agreement with the selected bidder by 1 March 2023. Any resulting agreement will be subject to the terms and conditions of Business for Nature's Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate Business for Nature to execute a contract, nor does it commit Business for Nature to pay any costs incurred in the preparation or submission of the proposals. Furthermore, Business for Nature reserves the right to reject any and all offers, if such action is considered to be in the best interest of Business for Nature. Business for Nature will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

9. 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. Business for Nature 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. Business for Nature's evaluation results are confidential and applicant scoring will not be shared among bidders.

10. Code of Ethics

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 the Code of Ethics of Conservation International (CI), the project implementation agency on behalf of GEF. CI's reputation derives from commitment to these values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

11. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
Attachment 2: Technical Proposal Template
Attachment 2: Cost Proposal Template

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. 1

UEI Number (if applicable): XXX-XXX-XXX

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CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI's Code of Ethics, we certify:

- a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as

- determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b.** We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
 - c.** We are/were not involved in writing or recommending the terms of reference for this solicitation document.
 - d.** We have not engaged in any collusion or price fixing with other offerors.
 - e.** We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
 - f.** We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
 - g.** We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
 - h.** We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
 - i.** We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension".

Name: _____

Signature: _____

Title: _____

Date: _____

Attachment 2: Technical Proposal Template

I. Technical Approach, Methodology and Detailed Work Plan

Please describe in detail how you intend to carry out the project objectives mentioned in this document.

Bidders should strive to include the following deliverables in the proposal. However, bidders are welcome to adapt them based on national context and provide explanations for such adaptations. Bidders are also strongly encouraged to go beyond these basic activities and suggest additional activities that contribute to the overall objectives.

Deliverables:

- A baseline analysis to understand the level of engagement between governments and businesses to help determine the type of activities needed in the country to enhance the engagement between the two sectors.
- Establishment or support to a national business advisory group that advise the governments on the update of the NBSAPs.
- Business consultation process to identify what business need from governments to contribute to the implementation of the GBF
- National multi-stakeholder consultations to gather inputs from stakeholders like indigenous groups, women, NGOs and youth on the role of business on the implementation of the GBF
- Development of a strategic roadmap to develop a joint national business and government biodiversity action plan
- Development of the national joint business and biodiversity action plan between governments and business, informed by the national business advisory group.
- Development of communications and knowledge management materials, for example case studies, to help replicate and scale up the business/government engagements.

As an agile, innovative and impact-driven project, we greatly welcome insights and suggestions from bidders on how best to achieve the objectives in alignment with the national context in South Africa. We also expect bidders to remain flexible and collaborative during the execution phase, ready to adapt to and seize opportunities in the ever-changing national business/policy landscape.

Please fill this table with as much detail as possible.

Technical proposal				
Objective	Activity	Approach and methodology	Clear deliverable	Timeline
1. Create / support a national-level business advisory group	1.1			
	1.2			
	1.3			
	<i>Add as many activities as relevant</i>			

2. Support the development of a business biodiversity action plan as part of South Africa's NBSAP	2.1			
	2.2			
	2.3			
	<i>Add as many activities as relevant</i>			

Add any additional information.

II. Organization Capabilities, Experience, Past Performance.

1. How you are currently working, engaging or representing businesses in South Africa.
2. How you are currently engaging / advising the government of South Africa
3. The technical expertise you have in relation to business, policy and biodiversity.
 - d. Please include descriptions of similar projects or assignments Qualifications of Key Personnel.

Please attach CVs that demonstrate how the team proposed meets the minimum requirements.

Attachment 3: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offeror's proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in US dollars.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Deliverable

Deliverable	Price (Lump Sum, All Inclusive)
Proposed activity 1	
Proposed activity 2	
Proposed activity 3	
...	
Total	USD \$24,750

Cost Breakdown by Cost Component (example only)

Description	Unit of measure (day, month etc)	Total period of engagement	Unit cost/rate	Total Cost for the Period
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
Total Cost of Financial Proposal		1 March 2023 – 31 July 2023		USD \$24,750