
World Economic Forum

REQUEST FOR PROPOSAL FOR CONSULTANCY TO SUPPORT THE IMPLEMENTATION OF REGIONAL
STRATEGIC ACTIVITIES OF TFA IN COLOMBIA AND PERU

Contents

1.	Introduction and instructions	3
1.1.	Purpose of this Request For Proposal	3
1.2.	About the World Economic Forum	3
1.3.	Supplier Instructions	3
1.4.	Procurement Key Activities and Dates.....	7
1.5.	RFP Evaluation Criteria.....	7
1.6.	Queries about the Procurement.....	8
1.7.	Proposal Submission Checklist.....	8
1.8.	Points of contact	9
1.9.	Provided Information	10
1.10.	Confidentiality.....	10
1.11.	Cost of Responding	10
1.12.	RFP Errors.....	10
1.13.	Liability	10
2.	Specifications	11
2.1.	Requirements.....	11

1. Introduction and instructions

1.1. Purpose of this Request for Proposal

This request for proposal (RFP) is an invitation to submit proposals for a consultancy to work as the TFA Coordinator for Colombia and Peru, implementing, with the support of TFA Regional Director for Latin America, all strategic activities listed below at section 1.5, for a period of 20 months – from the signature to May 2021.

The purpose of this RFP is to solicit proposals from suppliers with expertise in the development of deforestation-free supply chain and jurisdictional' activities in Colombia and Peru, with a view to meeting high-quality requirements and project objectives established by the Forum. This process will result in the selection of one supplier, who will be invited to enter a contracting phase for a specific and detailed scope of work subject to final fixed pricing.

1.2. About the World Economic Forum

The World Economic Forum is the International Organization for Public-Private Cooperation. The Forum engages the foremost political, business and other leaders of society to shape global, regional and industry agendas. It was established in 1971 as a not-for-profit foundation and is headquartered in Geneva, Switzerland. It is independent, impartial and not tied to any special interests.

The Forum strives in all its efforts to demonstrate entrepreneurship in the global public interest while upholding the highest standards of governance. Moral and intellectual integrity is at the heart of everything it does. The World Economic Forum brings together decision-makers from across society to work on projects and initiatives that make a real difference. Through collaboration between stakeholders with varied perspectives, our projects deliver concrete and sustainable results and make a positive impact at all levels of society. Our comprehensive portfolio of some 50 projects is aligned around the world's most pressing global challenges, regional issues in the local context, and industry transformations. They are designed to make meaningful and sustainable change.

Since 2015, the TFA – Tropical Forest Alliance has been hosted at the World Economic Forum and has established itself as a neutral convener at the global and local levels, facilitating multistakeholder dialogue and driving collaboration.

1.3. About TFA Global and TFA Latin America

TFA is a global partnership platform working to achieve the deforestation-free production of palm oil, soy, beef and pulp and paper in West and Central Africa, Latin America and Southeast Asia. The Alliance has the collective power of more than 160 partners representing national and sub-national governments, private sector, civil society and other actors, and is designed to foster collaboration to achieve sustainable supply chains.

TFA is composed by global secretariat hosted in Geneva, and 3 regional coordination hubs, based in each of the 3 regions where the key forest countries are located. TFA Latin America, as one of them, is based in Brazil, but its activities reach Colombia and Peru - and the present RFP is fully related with the Peruvian and Colombian strategic activities of TFA Latin America.

1.4. TFA in Peru and Colombia

The Government of Colombia began its formal engagement with TFA in 2016 after three countries – Norway, the United Kingdom, and Germany – agreed to support its efforts to reduce greenhouse-gas emissions from deforestation and degradation of forests (REDD+).

Dubbed the “Joint Declaration of Intent”, the agreement listed several performance benchmarks for earning payments, and TFA 2020 was asked to support two of them – specifically, the establishment of “zero net deforestation agreements with key players from four priority production chains” and the creation of “a public-private coalition of companies committed to ambitious zero deforestation policies(...)”.

TFA started the engagement of the Government of Peru in the middle of 2018, and after several high-level meetings, Peru formally adhered to TFA platform in January 2019, to work together on a similar program as Colombia, focused on their own “Joint Declaration of Intent”, and in close alignment with governmental activities on national and territorial levels.

Both countries present tremendous opportunities for forest conservation agenda in Latin America, and TFA can play an effective role with and for them to leverage the impact in an aligned way with region and global results. For that, a consistent local support is required to guarantee the full accomplishment of TFA 2020 Latin America Strategic Plan.

1.5. Purpose, objectives, outputs and activities of the Consultancy

Tropical Forest Alliance (TFA) is soliciting proposals from consultancies with expertise in project management on the field of sustainable and value chain’s development, as well, jurisdictional and territorial approaches, to **support the implementation** of TFA Peruvian and Colombian workplan, by

- Objective 1: work with the Government of Peru and TFA local partners to reduce tropical forest deforestation associated with agriculture production, combining sectorial and jurisdictional approaches.
- Objective 2: support the TFA activities in Colombia to reduce tropical forest deforestation associated with agriculture production, optimizing the opportunities built in the territory and consolidating good cases and stories to be spread out to the global community

The outputs and actions are described below, clustered by each TFA Global strategic outcome. The consultancy will work as a local member of TFA Latin America Regional team, **contributing** to the achievement of the outputs, as a local support that will accelerate and qualify the implementation of the plan. It’ will assess and participate in all the decisions regarding the regional budget allocation and strategic planning detailing/evaluation.

TFA Outcome 1:**Community of Purpose: An effective, inclusive community of purpose around deforestation-free supply chains at regional and national level**

Output	Actions
Peruvian Public-Private Coalition to accelerate ZD agenda in Peru strengthened with TFA support, contributing to strong participation of government, private sector and CSOs	Support the development of the Peruvian Public Private Coalition, by engaging TFA partners, local and globally, mainly private sector, co-convening meetings, co-facilitating the development of strategic plan and promoting exchange opportunities with TFA Colombia Alliance
TFA2020 Colombia Alliance strengthened and self-sustained, with solid participation of sectorial ZD agreement's partners, private sector and indigenous people	Effectively recruit the key Colombian actors from private sector - mainly producers, indigenous people -, to TFA Colombian Alliance, building a supra sectorial environment of work Support the consolidation of the TFA Colombia Alliance by working by facilitating the development of strategic plan and fundraising

TFA Outcome 2:**Shared Action Agenda: A broadly shared action-oriented agenda supported by key stakeholders working on deforestation-free supply chains. Deforestation-free agenda included in broader SDG/biodiversity discussions.**

Output	Actions
TFA Peru communications strategies implemented and reinforced by regional and global communication efforts to showcase the good stories of ZD agreements and Jurisdictional Dialogues	Work with local specialized consultants and partners to develop and implement communications strategy to showcase Forest Positive stories from Peru and Colombia, in collaboration with TFA Peruvian and Colombian Partnership, aligned with TFA global
TFA Colombia communications strategies implemented and reinforced by regional and global communication efforts to showcase the good stories of ZD agreements and Jurisdictional Dialogues	

TFA Outcome 3

High-Impact Partnerships: High-impact partnerships between private sector, government and civil society (at jurisdictional level and within supply chains) address key zero deforestation goals

Output	Action
<p>The Colombian Palm Oil, Dairy & Beef and Cocoa Zero Deforestation agreements implemented through engagement of private sector and communication effort</p>	<p>Support (regional and/or global) sectoral meetings of parties to the Colombian Palm Oil, Dairy & Beef and Cocoa Zero Deforestation, with consistent participation of key stakeholders at jurisdictional and sectoral levels.</p> <p>Helps to elevate the agreements while providing a platform for the establishment of more and deeper partnerships among key stakeholders at jurisdictional levels (Orinoquia)</p>
<p>Cocoa' and coffee national plans - and other sectorial agreements on key commodities as palm oil and cattle -, are developed and implemented through engagement of private sector, facilitation of regional and global meetings and communication effort</p>	<p>Work in alignment with Peruvian national players to engage private sector (global and national) to cocoa and coffee national plans, and other zero deforestation agreements</p> <p>Articulate sectorial sessions at TFA Annual Meeting and WEF' events (regional and global), to show case to foster new partnerships on both supply chains</p>
<p>A jurisdictional program in Orinoquia will be accelerated with the support of the TFA Latin America and Global Secretariat, as part of TFA's global workstream on showcasing and building jurisdictional leadership</p>	<p>Work with local partners to enable the stakeholders of the selected jurisdiction to develop and implement a common vision and an action plan landscape anchored in non-deforestation agriculture production/expansion</p> <p>Identify pathways for local and global private sector actors to become more actively engaged in the landscapes, working to attract new commercial agreements and/or investments for the territory</p>
<p>One Peruvian jurisdictional program will be designed and accelerated with the support of the TFA Latin America and Global Secretariat, as part of TFA's global workstream on showcasing and building jurisdictional leadership</p>	

The consultancy will work in collaboration and under supervision of TFA 2020 Latin America Regional Director and Committee and will follow contractual obligations with the World Economic Forum.

1.6. Supplier Instructions

For ease of response and evaluation, Suppliers are required to complete and submit all components of this RFP.

- Requested reference materials may be attached as Appendices. The World Economic Forum retains the right not to review any un-requested material
- Supporting information must be presented in the same order as the questions and must be referenced to the relevant question
- Questions must be answered in English
- Provided templates must not be altered without prior confirmation from the World Economic Forum.
- Failure of a Supplier to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that the Supplier will not be invited to participate further in the procurement
- Suppliers are asked to provide one electronic copy of the response in a format compatible with Microsoft Word. It is the supplier's responsibility to ensure that the proposal and all other required documents are received at the e-mail address named in this document by the closing date specified.
- Responses will not be returned
- Participants need to address all information specified by this RFP. All questions must be answered completely. The World Economic Forum reserves the right to verify any information contained in the participants RFP response, and to request additional information after the RFP response has been received.
- Marketing brochures included must be submitted only as attachments and must not be used as a substitute for written responses. Nevertheless, suppliers should include any additional information that they think would help the Forum evaluate their proposal.
- Furthermore, the proposal must be accompanied by a covering letter, signed by an individual authorized to bind the proposed entity (see Proposal Submission Checklist)

1.7. Procurement Key Activities and Dates

Suppliers are asked to provide the response by **12 August 2019, 18 pm (CEST)**, in electronic format to: TFA2020@weforum.org

Responses received after this time will not be considered.

1.8. RFP Evaluation Criteria

The Forum is looking for the most suitable partner and therefore will not simply select the economical most attractive bid or quotation, but rather use objective criteria to evaluate the best

match for its demand. All supplier information provided as part of the RFP will be treated as confidential. The Forums criteria include, but are not limited to the following key factors:

- Background with TFA and its partners in Colombia
- Conformity with requirements
- Product and required service pricing
- Implementation approach and pricing
- Quality of products and services as well as quality assurance
- Geographical coverage
- Demand flexibility
- Cost optimization and continuous improvement efforts
- Sustainability
- Company values

The Forum will not disclose the detailed results of the selection and scoring process and reserves the sole right to decide whether a proposal complies with the requirements of the RFP and to accept, reject or negotiate modifications of supplier's proposals.

Offers will be rejected if any illegal or corrupt practices have taken place in connection with the award. All contracts may be terminated if the Forum finds that illegal or corrupt practices have taken place in connection with the contract award or execution.

1.9. Queries about the Procurement

Any questions about the procurement must be submitted by e-mail to TFA2020@weforum.org by 20 July 2019. No other forms of communication or contact will be accepted. It is the World Economic Forum's practice to communicate any question or request for clarification, with both the query and the response, in a suitably anonymous form, to all participating suppliers. On a case by case basis if any information is deemed as confidential to a supplier this will be reviewed at the time it arises.

1.10. Proposal Submission Checklist

Technical Proposals must include:

- Proposed approach, comment to the initial outline
- Proposal of work plan containing a list of activities (to be done specifically by the consultancy) and the estimated deliverables (product and/or sub product) that will contribute to the achievement of each output listed above (counting from the contract signing date).
- Description of all relevant experience and qualifications of the organization on the field of actuation of TFA in Latin America
- Resumé of all team member that will conduct the work described above. The team needs to have, at least, one person fully dedicated to TFA mandate – to be named as TFA Colombian and Peruvian Coordinator -, and ready to serve out term to end May 2021 as a minimum (the contract may be extended for more 2 years). Other team members can be indicated, with clear description of their role in relation with the work plan implementation

- Description of estimated number of travels and other activities that needs to be implemented by the consultancy – with no direct participation of the TFA Regional Coordination or Global Secretariat (following the suggestions below).
- Any subcontractors must be identified along with the work they will perform, and a description of the rationale for using a subcontractor,
- The proposal should not be longer than 20 pages including annex

Financial proposal must include:

- The proposal must be submitted in Swiss Francs
- Please list all cost related to personnel directly and indirectly (administrative) involved on the implementation of the work plan
- Please, list all costs related to travel expenses*, transport, office costs and other expenses related to the activities that will be implemented by the consultancy. The amount related to the logistic of TFA events and meetings as venues, coffee break, communication materials, doesn't need to be included in the proposal – they will be payed by TFA Latin America Regional Budget and/or by the TFA Secretariat.

** Travel expenses should include: XX local travels to Orinoquia' departments (number to be proposed by the consultancy); XX travels to Peru/year and local travels to Peruvian jurisdiction (number to be proposed by the consultancy), and, at least, 2 travels to Brazil for TFA Latin America Regional Committee meetings, 2 travels to Europe for TFA Global team retreats, 1 travel to Southeast Asia (TFA Annual meeting 2020) and 1 travel to Africa (TFA Annual meeting 2021)*

- If any subcontracting is included in the proposal, please specify its/their costs with the same level of detail used in your own proposal, the subcontracted Vendor and the specific scope of work for such sub-contractor.
- Specify length of time for which proposal is valid. This must be a minimum of 45 days.

1.11. Points of contact

It is expected that the supplier provides the World Economic Forum with a single point of contact capable of answering questions related to this RFP on a global scale.

Suppliers are not allowed to contact any World Economic Forum personnel, such as management or other local contacts, regarding this RFP other than via the resource provided below. Any such communication may lead to the proposal received being rejected.

World Economic Forum Contacts

TFA2020@weforum.org

1.12. Provided Information

This RFP contains information believed to be reliable at the date obtained but may not provide all the necessary or desirable information. Neither the World Economic Forum nor its employees or involved advisors, contractors or other representatives guarantee the completeness of these information. The document is intended solely for the information of the party to whom it is issued. All proposals will become the property of the Forum which reserves the right to use without limitations or liability for any ideas from the proposals.

The World Economic Forum reserves the absolute right to:

- Accept or reject any or all proposals
- Negotiate with any, all or no bidders
- Modify or cancel this RFP

It is the Bidder's responsibility to:

- Properly understand and examine the RFP;
- Examine all other information available on reasonable inquiry relevant to the risks, contingencies and circumstances affecting its response
- Satisfy itself as to the completeness, correctness and sufficiency of its response;

1.13. Confidentiality

The Invitation document is confidential. The Forum may update or revise the document or any part of it. The recipient acknowledges that any such revised or amended document shall be received subject to the same confidentiality undertaking. The Recipient will not disclose or discuss the contents of the document with any officer, employee, consultant, director, agent, or other person associated or affiliated in anyway with the World Economic Forum or any of its customers or suppliers without the prior written consent of the World Economic Forum.

1.14. Cost of Responding

All costs and expenses incurred by bidders in any way associated with the development, preparation, and submission of their responses to this RFP, including but not limited to attendance at meetings, discussions, presentations, demonstrations, etc. and providing any additional information required by the Forum will be borne exclusively by the bidder.

1.15. RFP Errors

Each recipient should notify the World Economic Forum of any error or discrepancy found in this document. Notification should be made to the contact found in proposal related details.

1.16. Liability

This invitation is not an offer by the World Economic Forum, but an invitation for responses. No contractual obligation on behalf of the Forum whatsoever exists from this process unless and until a formal contract is signed and executed by authorized people of the Forum and the select bidder.

2. Specifications

2.1. Requirements

Partner organizations or consultants should have the following qualifications to conduct this work:

- The organization shall indicate one person fully dedicated to TFA mandate and ready to serve out term to end May 2021 as a minimum (the contract may be extended for more 2 years). The person should comprise all technical and academic background, and, relevant connections and contacts within the private and governmental sectors, to successfully cover all relevant aspects of the RFP;
- The organization can also indicate other team members to support the implementation of the work plan, justifying their role and background related to the areas of the RFP
- The organization, and, more specifically, the indicated person should have:
 - Experience in systemic solutions for sustainable value-chain and related activities, and, more specifically, with the zero deforestation commitments made by companies and governments, and, all activities designed and/or implemented to achieve them;
 - Experience with the public policies, public-private partnerships and private sector projects, related to the field of actuation mentioned above, in Colombia and preferably also, in Peru. Local network is a plus;
- The indicated person and other team members allocated to project is based in Colombia, with full availability to travel to Peru, Brazil and other countries, and is fluent in English and Spanish.

The products/services proposed by the prospective supplier must be aligned with the values, principles and criteria set out in the Forum's [Sustainable Procurement Policy](#).