

**Amendment #1 Date Amendment Issued: December 20, 2023**

The RFP is being amended and extended in order to allow bidders to extend us their proposals to Conservation International at [convocatoriasPE@conservation.org](mailto:convocatoriasPE@conservation.org)  
RFP TITLE: “Development of GCF Funding Proposal to Scale the Communal Reserve Co-management Model with the Aim of Reducing Emissions and Build Resilience of Indigenous People in the Peruvian Amazon”

Revised Submission Details and Proposal Timeline

**4. Submission Details**

- a) Deadline. Proposals must be received no later than **(26 of January 2024 at 12:00 am EST Time Zone)**. Late submissions will not be accepted. Proposals must be submitted via email to [convocatoriasPE@conservation.org](mailto:convocatoriasPE@conservation.org) with the subject “Development of GCF Funding Proposal” with the intention to participate and attaching all the requirements. All proposals are to be submitted following the guidelines listed in this RFP.

**8. Proposal Timeline**

RFP published	December 05, 2023
<b>RFP republished</b>	<b>December 20, 2023</b>
Intention to submit (optional)	<b>January 07, 2024</b>
Written clarifications/questions submitted to CI	<b>January 07, 2024</b>
Clarifications provided to known Offerors	<b>January 12, 2024</b>
Complete proposals due to CI	<b>January 26, 2024</b>
Final selection	<b>February 09, 2024</b>

All the details and changes of the **ORIGINAL RFP** on the following pages

## ORIGINAL RFP

### Request for Proposals

**Title:** Development of GCF Funding Proposal to Scale the Communal Reserve Co-management Model with the Aim of Reducing Emissions and Build Resilience of Indigenous People in the Peruvian Amazon

**Date of Issuance:** 5 December 2023

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#### 1. Background

Conservation International (CI), in partnership with the Peruvian Indigenous organizations represented by the *Asociación Nacional de Ejecutores de Contratos de Administración de las Reservas Comunes del Perú* (ANECAP), and the Government of Peru, have developed a Concept Note to the Green Climate Fund (GCF) entitled “Scaling the Communal Reserve Co-management Model to Reduce Emissions and Build Resilience of Indigenous People in the Peruvian Amazon” (the “Project”) that has been endorsed by the GCF. For more information, see:

<https://www.greenclimate.fund/document/scaling-communal-reserve-co-management-model-reduce-emissions-and-build-resilience>

The paradigm-shifting project will scale the communal reserve co-management model to reduce emissions and build climate resilience of indigenous people in the Peruvian Amazon. The Project will seek to achieve the following goals:

- Strengthening Communal Reserve / Climate Response Governance
- Implementation of Effective Climate Change Adaptation and Mitigation Actions
- Implementation of an Indigenous bio businesses incubator to support CRLs initiatives, within the Amazon Business Alliance

This agreed framework presents several options and modalities for a paradigm shift related to access to markets, conservation, low emissions, and climate change resilience achievement if indigenous people have the technical capacities and finance needed to sustainably manage the CRLs.

#### 2. Project Objectives

The project will improve livelihoods and build resilience of 42,000 Indigenous people (~10% of the Amazonian Indigenous population of Peru) that face social, environmental, and economic losses due to the impacts of climate change. Moreover, in terms of mitigation the project will reduce approximately 3.18 MtCO<sub>2</sub>eq during the project lifespan due to avoided deforestation in the 10 Peruvian CRLs covering 5 million ha of Amazon rainforest (~6% of the area of the Peruvian Amazon).

The current paradigm is that the landscapes in which Indigenous people live are unsustainably managed, leading to increasing vulnerability of local populations to climate change and to increased greenhouse gas emissions from forest loss and land degradation.

The goal statement of the Project is as follows:

**IF** the tools and instruments for co-management of the CRs are applied, the sustainable production systems and value chains in associated communities reach specialized markets, the financial sustainability of the bio-businesses promoted by the project is achieved, **THEN** conservation, low

emissions and climate change resilience will be achieved, and **BECAUSE** local climate governance capacities are strengthened, climate resilient management practices are in place, a bio business incubator for the financial sustainability is developed.

A description of project components and main activities proposed is given below:

1. Addressing Climate Change through Strengthened Communal Reserve Governance
  - 1.1. Framework of Governance and Co-management of each CR strengthened.
  - 1.2. Preparation and/or updating and implementation of institutional governance and management instruments at the level of ANECAP, the ECAs and associated communities.
  - 1.3. Design and implementation of a comprehensive system for monitoring and enforcement of the territory and the natural resources of the CR and the associated landscapes.
  - 1.4. Acquisition and maintenance of equipment and material to ensure an effective and efficient co-management system.
  - 1.5. Implementation of a training program for strengthening institutional capacities with an intercultural, gender and social inclusion approach with at least a 30% of women participation.
  - 1.6. Implement a gender and intercultural strategy to ensure women and indigenous people will participate and benefit from the project has a guarantee that their rights will be respected.
  - 1.7. With the leadership of ANECAP, development and implementation of a comprehensive strategy for the management and collection of traditional and climate-smart agriculture knowledge and practices including recovery, cataloging classification, and dissemination of knowledge and practices.
  - 1.8. Building of Strategic Alliances with public and private stakeholders to develop and implement joint workplans for the strengthening of the co-management system, climate change action, protected natural areas, sustainable forest and freshwater management, ecosystem services, sustainable production systems and value chains.
2. Effective Climate Change Adaptation and Mitigation Actions implemented in CRLs.
  - 2.1. Improve sustainable production systems and value chains in associated communities (indigenous and smallholder farmers) based on the sustainable use of forest and freshwater ecosystems to adapt to the effects of climate change:
  - 2.2. Climate change mitigation through forest and freshwater ecosystems conservation in CRLs to ensure resilience, maintain ecological connectivity, reduce impacts from extreme weather events and storage carbon based on the principles of the RIA strategy.
3. An indigenous bio businesses incubator to support CRLs initiatives within the Amazon Business Alliance - ABA implemented:
  - 3.1. Matching financial sources and opportunities within the ABA for investment in priority CRLs focused on mitigation and ecosystem-based adaptation actions.
  - 3.2. Implementation of a financial sustainability strategy to ensure the governance of CRLs, and for adaptation and mitigation actions.
  - 3.3. Detailed plan for finance and risk mitigation mechanisms needed for scaling mitigation and ecosystem-based adaptation.
  - 3.4. Partnerships with financial actors to mobilize financial resources for scaling mitigation and ecosystem-based adaptation.

### 3. Consulting Objectives, Terms of Reference, Deliverables and Deliverables Schedule

#### Consultancy overview

Conservation International is seeking consultancy services provided by a suitably qualified consulting firm or organization (for simplicity, referred to as “Consultant” in this document) to contribute to the development of a GCF Funding Proposal for the Project based on the Concept Note described in Section 1 of this RFP. The Funding Proposal (FP) development work will be funded in part by CI co-financing and in part by a GCF Project Preparation Facility grant to CI (“PPF Grant”).

The PPF Grant includes work on three PPF Activities:

PPF Activity 1 - Feasibility Studies and Project Design

PPF Activity 2 - Environmental, Social and Gender Studies

PPF Activity 3 – Identification and Project level Indicators

The Consultant will undertake work in all three PPF Activities as described in the ToRs in Attachment 2 to this RFP. The Consultant’s work will be funded by GCF PPF funds and will be subject to the requirements of GCF and its fiduciary agent, the United Nations Office for Project Services (UNOPS), as included in the eventual contracting agreement.

The Consultant will support CI and its partners to design interventions; develop indicators; provide detailed recommendations and information on environmental and social safeguards, gender mainstreaming, economic and financial impacts; develop the implementation timetable; and conduct stakeholder engagement with indigenous people and organizations in all Communal Reserves. Work is expected to begin no later than *March 2024* (subject to prime donor funding) and proceed according to the delivery schedule included in Attachment 2.

The Consultant will report to, liaise regularly with, and take technical guidance from Conservation International Peru office. CI Peru staff will supervise the Consultant’s performance and be responsible for review and acceptance of all written deliverables. The Consultant will also conduct its activities in close consultation with the government of Peru and with CI’s partners in the development of the Project, *Desarrollo Rural Sustentable* (DRIS) and ANECAP, which will play a significant role in stakeholder engagement work that is part of PPF Activity 2. The Consultant will incorporate feedback from the stakeholder engagement process, CI technical experts, the CI-GCF Agency (acting as the PPF and Project GCF Accredited Entity [AE]), and the GCF. Payments for all deliverables are subject to approval by both CI-Peru and the CI-GCF Agency.

The consultancy will preferably be carried out by a team of professionals that is under the supervision of a Lead Consultant and includes sub-contracted national consultants with relevant experience in the field, in order to successfully complete the deliverables for PPF Activities to develop the Funding Proposal. The objectives, responsibilities, outputs and required qualifications included in Section 5 and Attachment 2 have been organized under fields of expertise but can be re-arranged depending on the team composition proposed by the Consultant.

CI values consortia that are inclusive and diverse in composition, leveraging the breadth of national expertise to best achieve the consultancy aims and objectives.

**Terms of Reference, Deliverables and Deliverables Schedule** (See Attachment 2)

#### 4. Submission Details

- b) Deadline. Proposals must be received no later than **(26 of January 2024 at 12:00 am EST Time Zone)**. Late submissions will not be accepted. Proposals must be submitted via email to [convocatoriasPE@conservation.org](mailto:convocatoriasPE@conservation.org) with the subject “Development of GCF Funding Proposal” with the intention to participate and attaching all the requirements. All proposals are to be submitted following the guidelines listed in this RFP.
- c) Validity of bid. 120 days from the submission deadline
- d) Clarifications. Questions may be submitted at <https://forms.office.com/r/NrZS2KPeSn> by the specified date and time in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.
- e) Amendments. At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.
- f) All bidders must review the Code of Ethics.

#### 5. Minimum Requirements

The make-up of the consultancy team is expected to include the following positions/areas of expertise to be effective in producing quality deliverables:

- Team Leader
- Professional Specialist in Environmental and Social Safeguards
- Professional Specialist in Gender Analysis
- Professional Specialist in Monitoring&Evaluation
- Professional Specialist in Project Design/Logframes
- Professional Specialist in Economics and Financial Studies
- Professional Specialist in Biodiversity
- Professional Specialist in Climate Change Adaptation

In addition to the key positions above, which may be either international or local consultants, CI anticipates that the consultancy team will also include additional consultants based in Peru (referred to as national consultants in this RFP) to ensure the project meets the local needs and context in Peru.

##### **Minimum qualifications and experience for all positions include:**

- Postgraduate or other advanced university degree in area of expertise (at least master’s level, or equivalent, in biology, ecology, sociology, economics or related social science).
- Demonstrated analytical ability, project design, and proposal and/or report writing skills.
- Excellent written and verbal communication skills in English.
- Competence in the use of standard Microsoft Office applications (Word, Excel, Access, PowerPoint)
- Strongly preferred: Experience working in Peruvian Amazon, Peru, and/or South America region on climate change mitigation and adaptation programmes, sustainable financing, Indigenous Peoples’ issues and/or environmental sustainability issues.

##### **Specific qualifications and experience required for each position are:**

###### *- Team Leader:*

- Experience:
  - At least 10 years of professional experience in developing and implementing projects funded by the GCF, GEF, IFC, or other multilateral donors.

- Experience in designing, implementing, and monitoring stakeholder engagement plans that include governments; companies; and local communities and Indigenous peoples, preferably related to climate-change adaptation and mitigation in South America.
  - Skills:
    - Demonstrated ability of analytical, report drafting, and proposal drafting work.
    - Excellent project management skills
    - Excellent written and verbal communication skills in English and Spanish
- *Professional Specialist in Environmental and Social Safeguards*
- Experience:
    - At least 10 years of professional experience in environmental and social safeguards management in climate-change projects, preferably with funding from a multilateral donor.
    - Demonstrated experience in working with local communities, Indigenous peoples, and vulnerable groups, preferably consulting with tribal context stakeholders, and producing and implementing the relevant plans (GAP, VRAP, IPP, ESMP, SEP).
    - Demonstrated experience in developing safeguards documents for projects and programs financed by GCF, GEF, or other similar funds and MDBs such as ADB, World Bank, IFC, etc.
    - Knowledgeable in GCF's Revised Environmental and Social Policy, Indigenous Peoples Policy, and Information Disclosure Policy.
  - Skills:
    - Excellent written and verbal communication skills in English and Spanish
    - Ability to travel and demonstrated experience in undertaking independent field work in remote areas.
- *Professional Specialist in Gender Analysis:*
- Experience:
    - At least 10 years of professional experience in gender analysis (indicators, base lines) and gender strategies, preferably in the context of multilateral donor safeguards.
    - Demonstrated experience in developing gender assessments and action plans for projects and programs financed by GCF, GEF, or other similar funds and MDBs such as ADB, World Bank, IFC, etc.
    - Knowledgeable in GCF's Updated Gender Policy.
  - Skills:
    - Demonstrated experience in working with local communities and vulnerable groups.
    - Excellent written and verbal communication skills in English and Spanish.
- *Professional Specialist in Monitoring and Evaluation:*
- Profession: Strong background in indigenous knowledge and participatory methods.
  - Experience:
    - At least 10 years of professional experience in designing large-sized natural resources management projects including log frames, workplans, monitoring and evaluation plans, data analysis and participatory methods.
    - Demonstrated experience in developing projects and M&E-related deliverables listed above for projects funded by GCF, GEF, or other similar donors.
    - Demonstrated experience in working with government entities on climate change response and planning.

- Skills:
  - Ability to travel and demonstrated experience in undertaking independent field work in remote areas.
- *Professional Specialist in Economics and Financial Studies:*
  - Profession: master's degree or its equivalent in Economics or closely related disciplines.
  - Experience:
    - A minimum of five (5) years relevant professional experience in financial modeling and economic studies related to natural resource management and forestry.
    - Proven knowledge of economic models and experience working in indigenous economies.
    - Experience designing and building successful sustainable finance mechanisms
- *Professional Specialist in Biodiversity:*
  - Profession:
    - Postgraduate or other advanced university degree (at least M. Sc. or equivalent) in biology, ecology, or related science with a strong background in indigenous knowledge and participatory methods.
  - Experience:
    - At least 10 years of professional experience in data analysis and participatory methods.
    - Demonstrated experience in developing related deliverables related to GCF, GEF, or other similar funds.
    - Demonstrated experience in working with government entities on climate change response and planning.
    - Extensive conceptual and practical knowledge of climate change strategies in indigenous people's context.
    - Knowledgeable and experienced in IFC's Performance Standard 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources.
  - Skills:
    - Good written and verbal communication skills in English and excellent Spanish knowledge.
    - Preferred experience in the Peruvian Amazon working on communal indigenous reserve management, climate change, or environmental sustainability issues.
- *Professional Specialist in Climate Change Adaptation:*
  - Experience:
    - At least five years of professional experience in climate change adaptation plans and or studies.
    - Experience with climate change vulnerability and adaptation studies with intercultural approaches (including indigenous knowledge systems), preferable with international donors.

## 6. Proposal Documents to Include

All proposals must be submitted in English in one volume, consisting of:

- 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.



- i. Corporate Capabilities, Experience, Past Performance (1-4 pages). Please include descriptions of similar projects or assignments and at least three client references, especially those funded by public or multilateral donors, including the Global Environment Fund and/or the GCF.
- ii. Qualifications of Key Personnel (2-5 pages). This section should include the position title, level of effort (in days), clearly defined roles and responsibilities, and summary of skills of key personnel. CVs for key personnel should also be included as an annex to the technical proposal and will not count against the page limit.
- d) Technical Approach, Methodology and Detailed Work Plan (3-8 pages). The Technical Proposal should describe in detail the technical approach, methodologies, and tools proposed for the project. The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The detailed workplan should include all deliverables and expected timeframes.
- e) Financial Proposal. Offerors shall use the cost proposal template ([Attachment 3](#)). The cost proposal should include:
  - i. Sufficient Consultant time for responding to feedback from the AE and the GCF in the period following submission of the Funding Proposal package to the GCF. Note that based on CI's prior experience with GCF project submission, the Offeror should allow for this feedback to be spread over at least 6 months from the date of submission of the proposal to GCF.
  - ii. All Consultant travel or other reimbursables for travel described in Attachment 2. All travel will be subject to local COVID-19 requirements and a CI travel release & waiver. Travel costs will be paid on a reimbursable, and not fixed-price, basis.
- f) Security Screening and Information Sheet (Attachment 4 and 5)

## 7. Evaluation Criteria

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

In evaluating proposals, CI will seek the best value for money considering the merits of the technical and cost proposals. Proposals will be evaluated using only the criteria below and the top-scoring Offerors may also be interviewed.

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
Do the proposed Key Personnel have the specific technical expertise and experience for the assignment and does the bid include sufficient national consultants in the consultant team?	20
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	20
Does the Offeror have experience working with public or multilateral donors, including the Global Environment Fund and/or the GCF?	15
Is the Workplan with timeline presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	10
Does the bidder's past performance demonstrate recent proven experience doing similar work, including work with Indigenous Peoples?	10
Does the bidder and the proposed personnel have the specific technical expertise working in Peru?	5



Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20
Total	<b>100</b>

## 8. Proposal Timeline

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Complete proposals due to CI	<b>January 26, 2024</b>
Final selection	<b>February 09, 2024</b>

Proposed dates may be modified for CI. Any changes will be posted in an amendment to this RFP.

## 9. Resulting Award

CI anticipates entering into an agreement with the selected bidder by **March 2024**. Any resulting agreement will be subject to the terms and conditions of CI's Services Agreement. A model form of agreement can be provided upon request.

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

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

## 11. 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 CI's Code of Ethics and the Green Climate Fund's Policy on Prohibited Practices, available at <https://www.greenclimate.fund/document/policy-prohibited-practices>.

Conservation International's reputation derives from our commitment to our 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](http://www.ci.ethicspoint.com).

**12. Attachments:**

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

Attachment 2: Terms of Reference

Attachment 3: Cost Proposal Template

Attachment 4: Security Screening Request Form

Attachment 5: Information Sheet

Attachment 6: PPF074 CI Peru - Scaling the Communal Reserve Co-management Model to Reduce Emissions and Build Resilience of Indigenous People in the Peruvian Amazon (003)

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

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 CI's Code of Ethics. CI's Code of Ethics 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 violations of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

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: Terms of Reference

### 1. Objectives of the consultancy

Support CI and local stakeholders design and develop, in coordination with the local partners DRIS and ANECAP, including representatives of IPLCs part of ANECAP, a full funding proposal in the GCF template expanding on the GCF Concept Note “Scaling the Communal Reserve Co-management Model to Reduce Emissions and Build Resilience of Indigenous People in the Peruvian Amazon”, including the applicable annexes.

This work will be undertaken within 12 months of signing the contract. The consultant(s) shall also be available during the rest of the months to address any questions by CI and the other project partners, and between months 162-20 to address any feedback/requested revision from GCF.

### 2. Key Activities

A summary of activities and key deliverables are as follows. Additional information on the main content areas can be found in Annex A. For all deliverables, the consultant will be expected to address reviews and feedback to respond to CI, EE partners, and GCF input and make changes as requested.

- Activity 1: Feasibility Studies and Project Design
  - Inception report
  - Participation in kick-off meeting
  - Feasibility study
    - Communal Reserves Landscapes (CRLs) profiles (output 1.1.1)
    - Climate Change Vulnerability Assessment (output 1.1.2)
    - Overall risk identification & assessment (output 1.1.3)
    - Synthesis of a baseline assessment (output 1.1.4)
    - Options analysis (output 1.1.5)
    - Detailed Project description (output 1.1.6)
    - Detailed Indigenous bio-businesses incubator description as an exit strategy (output 1.1.7)
    - Analysis of national and subnational policies and regulatory frameworks (output 1.1.8)
    - Natural Capital and Ecosystem Services Assessment and mapping including ecosystem mapping of each site (output 1.1.9)
    - Economic & financial analysis (output 1.1.10)
  - Project Design
    - Budget inputs (output 1.2.1)
    - Operations and maintenance plan and manual (output 1.2.2)
    - Procurement plan inputs (output 1.2.3)
    - Legal due diligence (output 1.2.4)
- Activity 2: Environmental, social and gender studies
  - Environmental and Social Impact Assessment (ESIA) and Social Management Plan (ESMP) (output 2.1)
  - Gender analysis & action plan (output 2.2)
  - Community engagement Plan (output 2.3)
  - Summary of Consultations Report and Stakeholder Engagement Plan (output 2.4)
  - Accountability and Grievance Mechanism Plan (output 2.5)
- Activity 3: Identification of project level indicators
  - Specific baseline analysis on biodiversity (output 3.1)

- Logical framework and theory of change as per Integrated results management framework (IRMF) (output 3.2)
- Develop the Project indicators and co-benefits assessment (output 3.3)
- Assessment of GHG emissions reductions (output 3.4)
- M&E plan (output 3.5)
- Implementation arrangements (output 3.6)
- Detailed workplan & summary of implementation plan (output 3.7)
- Beneficiaries' calculations (mitigation and adaptation) (output 3.8)

### 3. Deliverables

The key activities and related deliverables for this consultancy to be delivered in the formats prescribed by GCF, are summarized below.

#### ACTIVITY 1: FEASIBILITY STUDIES AND PROJECT DESIGN

##### Deliverable 1.0: Inception Report

The Inception Report should contain the detailed workplan for PPF Activities 1-3, including the kickoff meeting with the executing entity and local consultants (to be hired by main consultant), Project partners and CI staff, narrative describing the overall approach, templates for subsequent deliverables, proposed frequency of communications and coordination meetings, the timeline for deliverables, and the schedule for field visits related to the stakeholder consultation process.

As part of this process, the consultant will also be expected to *participate in a kick-off meeting* organized by Conservation International.

##### Deliverable 1.1: Feasibility Study

The consultant will deliver the feasibility study, that considers background information, review of policies, a natural capital and ecosystem assessment and an analysis of country financing vehicles among other elements described below. The feasibility study should also analyze scenarios 'with and without' investments by GCF, capture current baselines, and provide updated language on the Project description based on synthesis of the outcomes of the study. Specifically, the study should include the following information:

- General Feasibility information, including a climate change vulnerability assessment, optimal mechanisms for behavior change, and synthesis of a baseline assessment on the climate rationale.
- *Communal Reserves Landscapes (CRLs) profiles (output 1.1.1)*. The CRLs will provide a brief overview of pphysical and biological nature, together with their ethnic and cultural diversity, political system, demography, indigenous organizations context, and the nature of local economies and limitations to economic development.
- *Climate Change Vulnerability Assessment of populations, ecosystems, and the economies in the 10 CRLs to the effects of climate change on local commodities (output 1.1.2)*. The vulnerability assessments for each CRLs will focus on the chosen site locations and will provide a clearer overview of the vulnerability of the direct beneficiaries of the project to the impacts of climate change. It will also assess the vulnerability of the surrounding landscapes to climate change and the affects that will have on the indigenous communities. This vulnerability assessment will contribute to the identification of project adaptation beneficiaries and associated stand-alone annex to the FP.

- *Overall risk identification and assessment for the project (output 1.1.3)* by examining the risks to indigenous communities, government staff and partners that may affect project implementation or result from project actions and develop mitigation measures to minimize risks to these stakeholders.
- *Synthesis of a baseline assessment (output 1.1.4)* to elaborate on the climate rationale of the Project.
- *Options Analysis (output 1.1.5)* of alternative Project approaches that were not included in the project design and why.
- Detailed *project description (output 1.1.6)* that will include barrier identification, interventions to remove these barriers, project design and implementation approaches, the design of a methodology for the finance and risk mitigation mechanisms and compensation schemes, the design and structure of the technical and financial assistance component that will include the analysis of training needs and knowledge management for strengthening the sustainability and replicability of the project.
- Detailed Indigenous bio-businesses incubator description as *an exit strategy (output 1.1.7)* describing how the project interventions will continue after the implementation period of the GCF project, linked to the Economic and Financial Analysis.
  - Needs and possible structure for the bio business incubator within the Amazon Business Alliance will be assessed, including selection criteria for bio-business, the review and evaluation of existing mechanisms and design of financial alternatives.
  - Also, value chain needs will be assessed in the target area, as well as the type of bio business including business models the project will support.
  - Additionally, adaptation potential assessment as well as potential negative effect (environmental, biodiversity and social) and mitigation actions of the various business models that are intended will be realized.
  - Assess needs and possible structure for the bio business incubator within the Amazon Business Alliance, including review and evaluation of existing mechanisms and design of financial alternatives:
    - *Value chain needs assessment.* Conduct a more comprehensive needs assessment to understand the value chains in the target area and the type of bio business including business models the project will support.
    - *Adaptation potential assessment.* Adaptation potential assessment as well as potential negative effect (environmental, biodiversity and social) and mitigation actions of the various business models that are intended will be developed.
  - *Design of financial mechanisms alternatives.* In coordination with CI, terms and conditions of involved partners and funders will need to be worked out in detail based on possible grant and loan investments (from sources outside of GCF funding – the GCF project will not disburse loans or other non-grant instruments). Finally, in coordination with CI, terms and conditions of involved partners and funders will need to be defined in detail based on grant and loan investments.
- *Analysis of national and subnational policies and regulatory frameworks (output 1.1.8)*, including climate, environmental forestry and agricultural policies and regulations, finance policy and regulations; and an assessment of enforcement mechanisms in CRLs.
  - *Climate, Environmental, Forestry and Agricultural Policies & Regulations.* Produce an overview of all relevant national and subnational climate, land use, and environmental policies, plans and strategies related to indigenous communities and bio businesses. This output will include a



- thorough policy analysis and identify appropriate policy and legal reform needed at national and subnational levels (Departments, Districts, etc.) to optimize project actions in accordance with environmental norms and standards of practice. Clearly define the roles and responsibilities of government agencies in resource management and utilization. This output should identify gaps, barriers, and potential reforms to support a paradigm shift to sustainable manage CRLs.
- *Finance Policies and Regulations.* Produce a review of relevant national climate and sustainable development financing and investment policies and regulations including but not limited to laws, policies, and regulations governing the prospective climate financing activities described herein and in the accompanying Concept Note. The analysis should include, but may not be limited to, review of laws, policies and regulations governing bank and non-bank financial institutions and financing activities, sectoral and/or industry specific foreign investment and ownership restrictions and exclusions, domestic and international capital markets engagement including the public issuance and/or offering of debt or equity securities by domestic or foreign firms. This output will support the second project component and the design of the bio businesses incubator (third project component).
  - *Financing and funding landscapes analysis.* Compile a review of national and sub-national climate and development plans, strategies, and identify key economic programs, projects, and priorities (funded/implemented by government, multilateral donors, bilateral donors, and the private sector) relevant to Project goals and objectives. Describe, assess, and evaluate the composition, scale, and trends in historical (most recent 5-year period) foreign multilateral and bilateral funding flows, national and subnational budget trends, private sector funding trends to project climate priorities.
  - *Assessment of enforcement mechanisms and the oversight/safeguards in existence.* Complete an assessment of enforcement mechanisms related to reducing deforestation and forest degradation, identify those most applicable to the Project, and identify or design safeguards used to ensure unbiased application.
  - *Natural Capital and Ecosystem Services Assessment and mapping, including ecosystem mapping of each site (output 1.1.9).*
    - *Ecosystem Mapping and capital assessment.* For each of the project sites, assess and map the locations and changes in spatial extent over time of important ecosystems and natural capital using existing data derived through desktop research and/or expert guidance. Where available, data from national mapping initiatives will be utilized. Degraded areas will be identified for potential restoration to improve ecosystem services as well as the methodology to monitor the territory and natural resources of CRs and landscapes by exploring linkages with the national monitoring or similar systems.
  - Complete a *Financial and Economic Analysis (FEA)* report (output 1.1.10), including an Excel spreadsheet and accompanying narrative report required for Annex 3, which details the results of the FEA for the Funding Proposal.
    - The FEA should cite data sources and evidence, explain assumptions and methods used, provide interpretation of the results, and include the project's Economic Internal Rate of Return (EIRR) and Financial Internal Rate of Return (FIRR), and a sensitivity analysis. The Excel spreadsheet should show all the calculations used for the FEA. Worksheets should be unlocked, well-organized, include all formulas and clearly label data and results.

- Create a brief *narrative on the project options, respective interventions, incentives, and financing models* based on the Feasibility Study.
- Describe the financial efficiency and effectiveness of the proposed Project, considering the proposed financing and the adaptation impacts that the project aims to achieve, and explain how this compares to an appropriate benchmark.
- Determine the expected economic internal rate of return (EIRR) based on a comparison of scenarios with and without the project. Also include the economic impacts / ROI of each component.
- Determine the Project's expected financial internal rate of return (FIRR) on investment to illustrate the need for GCF funding and illustrate overall cost effectiveness relative to current practice and known alternatives. Determine the opportunity cost for business-as-usual activities in a "with" and "without" project scenario.
- Describe the Financial and Economic Analysis in a spreadsheet format to be used as Annex 3 of the FP. Provide a narrative description of the Financial and Economic Analysis and key results from it, this will also be incorporated into the Project Feasibility Study.
- FEA will also analyze a subset of the options not included in project design from the Options Analysis for comparison with the selected Project interventions / activities.

### **Deliverable 1.2: Project Design Elements**

Under this activity, the consultant will develop additional documentation required to complete the GCF Funding Proposal package. This includes a map of sites, project budget, project operations and maintenance plan, inputs for the procurement plan, and the legal due diligence.

- In close coordination with CI, who will be leading budget development, government and partners, the consultant will contribute to the design and development of the *project budget (output 1.2.1)* based on GCF template including comprehensive information and analysis to justify the cost associated with the project (budget notes, cost analysis, detailed cost breakdown).
- Develop the *Project Operations and Maintenance Plan (output 1.2.2)* including maintenance requirements and budget for Project procured durable goods both during implementation and beyond the project period of performance - based on the GCF template and in coordination with participating partners and institutions.
- Based on the budget, logical framework, and corresponding procurement needs, a detailed *procurement plan (output 1.2.3)* for durable goods will be developed to support Project implementation.
- The *legal due diligence (output 1.2.4)* will include information consistent with the requirements set forth in the section describing Annex 9: Legal opinion (Regulation, Taxation, and Insurance) on pages 163-165 of the GCF Programming Manual (output 1.2.4).

Additionally, the consultant will lead the technical editing to ensure the use of high-quality referenced data to justify mitigation and adaptation needs and quantify and qualify impacts of intended mitigation and adaptation actions to ensure any maladaptive impacts are avoided. The consultant will also ensure that the final versions of the proposal documents are written clearly in English, and will coordinate with CI for technical, financial, and operational project inputs which will contribute to the funding proposal. It is finally important to mention the participation in the kick-off meeting and in regular meetings to be scheduled with CI staff and key stakeholders to ensure a timely and effective implementation of the project preparation plan.

## ACTIVITY 2: ENVIRONMENTAL, SOCIAL AND GENDER STUDIES

The consultants, working closely with CI and Project partners, are responsible for undertaking desk research and primary data collection, including interviews, focus groups, and consultations with stakeholders to conduct a thorough assessment of target stakeholder groups (including women, youth, and vulnerable/marginalized groups), and gender. These assessments will inform the development of the required ESMF plans, that includes the development of the Stakeholder Engagement Plan, Gender Assessment and Action Plan incorporating SEAH safeguarding measures, the Environmental and Social Impact Assessment (ESIA) which includes the Environmental and Social Management Plan (which in this case does not include the Indigenous Peoples Plan but the Community Health and the Safety and Security Plan), the ToC, Project Log frame and workplan. Based on guidance from CI and GCF, these assessments will investigate the influences/interests/impacts of stakeholders related to the Project; gender-differentiated roles and responsibilities in the management and use of resources and habitats in the locations where the Project will take place; Gender-based violence (GBV), and social dynamics of Indigenous Peoples in CRLs.

Project documentation, notably the ESMP, gender assessment and action plan, will be made available in person and online for comment for one (1) month prior to GCF board consideration of the Funding Proposal.

### **Deliverable 2.1: Environmental and Social Impact Assessment and Social Management Plan (ESMP)**

Carry out a limited Environmental and Social Impact Assessment (ESIA) based on the proposed activities in the Project logical framework. An ESS screening was realized during the Concept Note stage, representing a guide for the ESIA work since incorporate targets for its development. The ESIA should identify, predict, and assess the potential environmental and social impacts of the Project and evaluate alternatives, based on the ESS screening that suggest addressing mitigation measures for ESS standards 2, 3, 4, 8 and 10 and perhaps for standards 5, 6 and 9. The ESIA must also include an Analysis of Alternatives, Grievance Redress Mechanism, and information disclosure, consultation and participation related to the project. Based on the ESIA, develop the Project's Environmental and Social Management Plan (ESMP) including appropriate mitigation, management and monitoring measures following the process and format described in the CI GCF Agency's ESMF. For details of additional requirements for the content of the ESMP see the CI GCF Agency's ESMF to ensure that all CI and GCF environmental and social policy requirements are respected.

- Conduct *desk review and primary data collection* to support the completion of the Assessments and Plans.
- Complete an *Environmental and Social Impact Assessment* (ESIA) describing the country context, Project areas, and potential impacts of the interventions among other GCF requirements for an ESIA (output 2.1). The ESIA should follow the CI GCF Agency's ESMF guidelines but is not limited to the ESS Standards triggered during the screening process. The ESIA requires analysis of the socio-economic stress factors and increased vulnerability of local communities and other economic sectors in the context of anthropogenic threats. The assessment for communities will include a focus on impacts, ESS risks and access to/control over resources by women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given the Project's context.

### **Deliverable 2.2: Gender Analysis & Action Plan**

The Gender Analysis will explore the differentiated vulnerabilities of men and women to climate change with a focus on indigenous communities and the Gender Action Plan will detail how the project can address these differing needs and priorities. Gender-responsive actions and outputs will facilitate implementation of activities that promote gender equality and women's empowerment. The Gender Action Plan will also specify performance indicators, timelines and responsibilities for implementation and a budget for implementation of activities. The plan will include provision for a full-time gender expert dedicated to the Project and tasked

with implementation and monitoring (in collaboration with monitoring and evaluation staff) of the Gender Action Plan. Last, the plan will include a proposed terms of reference for the gender expert position.

The Gender Analysis should follow the requirements set out in the CI GCF Agency's ESMF and Action Plan (following GCF's format). Please refer to the GCF gender mainstreaming manual to ensure that the relevant information for the Gender Assessment and Gender Action Plans is collected and included: <https://www.greenclimate.fund/node/7607>

- The consultants, working closely with CI and other Project partners, are responsible for undertaking a participatory *Gender Analysis* consisting of a mix of desk review and direct stakeholder consultation (e.g., through focus groups, key informant interviews, a baseline survey, other stakeholder engagement, livelihoods and benefit sharing questions) that will be summarized in a gender assessment and used to inform activities for the Gender Action Plan. The consultants will ensure the equal representation of women, men, and other vulnerable groups and will guide the Project development team in using participatory techniques that involve both women and men in assessments and discussions. The consultants are also responsible for engaging with experts to make recommendations on specific actions to reduce, mitigate or eliminate risks to stakeholders from the Project.

The consultants will use the preparation of the gender assessment to collect data and evidence on gender issues in the sectors/(s) of intervention and the context Project planning, implementation, and monitoring. The gender-responsive baseline data should identify project beneficiaries (sex-disaggregated) and vulnerable groups, and the barriers that could prevent their participation and access to project benefits; engage with the identified beneficiaries and groups during the stakeholder engagement to validate gender baseline data and information and seek input into the design of the project to address the identified barriers for men, women, and vulnerable groups.

This assessment will include consideration of gender-based violence, sexual exploitation and other acute issues and concerns. The assessment will identify responsible entities to address gender issues in Peru to be included as part of the project steering and technical committees as appropriate (e.g., ministries responsible for women's affairs, gender focal points and experts). In addition, stakeholder engagement and consultations during project preparation will identify the needs and priorities of men and women that the Project can address. The information collected will provide insights on the challenges and opportunities presented for women and ensure that collection of information includes the needs and priorities of women and men in relation to the Project. The assessment of challenges and opportunities will also include economic and social dimensions in the local context so that the Project will be able to meet its objectives. Information collected through the Gender Assessment will be analyzed and used to identify opportunities to increase participation and access to Project benefits by both men and women, including the Project's activities that offer targeted opportunities.

- The *Gender Action Plan* will include gender-sensitive performance indicators with sex-disaggregated targets, timelines, and responsibilities. Targets will include vulnerable groups (such as female-headed households) as beneficiaries of the Project. Targets should be based on the information collected as part of the baseline and vulnerability assessments. The consultants will also ensure full incorporation of outcomes of the gender-related studies and develop specific activities related to gender into the design of the Project, its logical framework and its funding proposal including sex-disaggregated targets and gender sensitive indicators. A budget will be developed to appropriately fund GAP activities during Project implementation.

The consultants, working closely with CI and other Project partners, are responsible for completing a Gender Action Plan in the GCF template format for the Project, informed by the gender assessment

and based on the Log frame and baselines that identifies actions to mitigate and/or minimize barriers to equal participation of men and women as well as opportunities to maximize the participation of marginalized groups.

### **Deliverable 2.3: Community Engagement Plan**

Create a *Community Engagement Plan*. Create a Community Engagement Plan that should capture what improvements are needed for the Communal Reserves co-management system governance structure, to meet the needs of the communities that live around the CRLs. The Plan should resume the specific mechanisms that will be incorporated in the governance plans related to the CRs co-management system at national and local level.

### **Deliverable 2.4: Consultations and stakeholder engagement plan**

Supervise the stakeholder consultation process that DRIS will lead in conjunction with ANECAP and contribute to the new stakeholder engagement plan for the project, considering arrangements for free, prior, and informed consent (FPIC), as indicated under the GCF Indigenous Peoples policy. While DRIS will lead these activities, CI considers it important that the consultant team provide guidance and inputs on the process to secure alignment with all the other deliverables. Create the Summary of Stakeholder Engagement report (detailing all consultations undertaken including notes, and sex disaggregated participant information) and the Stakeholder Engagement Plan describing the engagements that will be undertaken during Project implementation.

### **Deliverable 2.5: Accountability and Grievance Mechanism Plan**

Develop and socialize an *Accountability and Grievance Mechanism (AGM) Manual* with key stakeholders and partners to ensure communication channels and processes are adequate to meet the needs of all stakeholder groups effectively, including access to the AGM for all Project stakeholders and beneficiaries. The AGM needs to address CI's and GCF's grievance redress policies, and any national requirements, and must provide information on GCF's independent redress mechanism.

## **ACTIVITY 3: IDENTIFICATION OF PROJECT LEVEL INDICATORS**

As part of this activity, the consultant will be responsible for developing the final Theory of Change (ToC) for the Project, based on CI's draft ToC, as well as the logical framework, workplan and implementation plan, including the timetable with milestones and indicators for all activities included in the Project. This work should be based on the Feasibility Study, as well as inputs from stakeholder engagement and gender-related assessments. In addition, the consultant will develop a detailed work plan and narrative that includes a summary of the implementation plan. All the following should align with [GCF's Integrated Results Management Framework](#).

### **Deliverable 3.1: Baseline analysis on biodiversity**

Considering the geographic spread of project sites (CRLs), revise the existing baseline, and implement a baseline survey focused on clearly land, water, biodiversity, and other natural resources characterization to establish much needed impact indicators that will be used to monitor impact on key result areas and overall sustainable development potential. It will also include a reference to the design of effective measures for the conservation of biodiversity.



**Deliverable 3.2: Logical framework and theory of change as per GCF Integrated results management framework (IRMF)**

- The *Theory of Change and Log frame* should describe very clearly the rationale for the Project, connect outcomes, outputs, activities, and co-benefits, and justify who benefits and in what ways from the Project. The ToC logically explains how the Project will implement specific activities to overcome identified barriers to achieve the desired adaptation outcomes. A narrative of the ToC should be prepared along with a ToC diagram. This narrative will describe the barriers to achieving the desired Project outcomes. The narrative should clearly describe the current paradigm / systems / practices that prevent adaptation from taking place. Barriers can be social, cultural, political, economic, financial, or market based. The ToC narrative will also describe how the project will overcome these barriers to achieve desired outcomes through implementation of specific activities.
- The Logical Framework will adhere to the requirements of the GCF IRMF and will be developed in close cooperation with CI and project partners / Executing Entities to ensure common understanding of the Project structure, Indicators in the logical framework should be as quantifiable as possible – some qualitative indicators are possible (as described in the GCF IRMF), but they should be limited. Means of Verification should be clear for each activity and will contribute to the M&E plan Annex 11 for the Project. A summary excel table of the logical framework will also be developed for sharing and validation with stakeholders.
- Define the Project’s specific paradigm shift and related objectives and impacts against the GCF investment criteria, including the relevant indicators as described in the GCF Integrated Results Management Framework. The narrative should also include description of results expected from the paradigm shift against performance indicators. The Results against performance and the paradigm shift should help justify investment in the Project and feed into the Project’s sustainability and exit strategies. The logical framework also includes identification of a limited number of Project co-benefits (which must be measured during Project implementation).

**Deliverable 3.3: Project indicators and co-benefits assessment**

This work will be based on information from the Feasibility Study, the ToC/Log frame as well as inputs from the stakeholder engagement and gender-related assessments. Indicators will include number of direct and indirect beneficiaries disaggregated by sex. Means of Verification will also be developed for all Project indicators. Indicators will be incorporated into the Project Logical Framework.

**Deliverable 3.4: Assessment of GHG emissions reductions**

Develop a *GHG emissions baseline assessment* that elaborates on the climate rationale of the Project and helps inform the Options Analysis to be completed for the Feasibility Study. Climate change threats, drivers, and how those drivers impact local commodities and surrounding habitats will be included. This work will describe the climate change context and GHG emission profile both nationally, and for each project location. Include a clear explanation of how loss and degradation of different ecosystems results in increased emissions, and how interventions to reverse these trends can result in emissions reductions. Where feasible, include data on greenhouse gas emissions and/or sequestration rates for each ecosystem identified to enable quantification of project mitigation impacts. The assessment will contribute to the stand-alone GHG emissions reduction calculation annexed to the FP. A narrative of the methodology will accompany the mitigation impact calculations (Emission Reductions) that have to be fully align with national reporting, by including the updated procedures and regulations by Peru’s Ministry of Environment

### **Deliverable 3.5: M&E Plan**

- Develop the *Monitoring and Evaluation Plan for the Project*, including all indicators and means of verification – this work will link directly to the overall Project logical framework. The Monitoring Plan and Impact Evaluation Plan for the Project should describe data collection methodologies including estimated timelines and detailed budgets (GCF estimates that M&E should make up approximately 5% of the Project budget). It should summarize the overall project impacts. With guidance from CI and Project partners, the consultancy will develop the M&E plan, including indicative budget at the output level for the project as Annex 11 to the FP. The M&E plan should include an analysis of options for monitoring impacts beyond the end of the Project implementation period, for example, through existing national monitoring programs.
- The M&E plan should include all project indicators, paradigm shift and co-benefits, periodic targets, and data collection approaches per indicator. This should also include revised project targets, including calculations and methodologies used to establish goals.
- Utilizing information from the GHG emissions baseline, develop the *GHG emissions reduction calculations and methodologies*. In addition to the narratives produced in the feasibility assessment and Deliverable 12 above, create an excel annex showing Project emission reduction (ER) calculations across mitigation interventions (reduced deforestation, on-farm interventions, etc.).

### **Deliverable 3.6: Detailed workplan & implementation plan**

The consultant will develop a *work plan, implementation timetable, and milestones* for all activities included in the proposed Project. The work plan and implementation plan should include all the necessary details for implementation of the activities described in the three Components of the Concept Note. The workplan will be an internal document for the Project partners that will indicate the resources that will be needed for each activity so that the budget can be developed. The implementation timetable (FP annex 5) will be a simplified version of the workplan that includes Project milestones in the format required by GCF.

**PPF Output 3.7, implementation arrangements, will be led by CI and does not require a consultancy deliverable; Consultancy deliverable numbering will re-start at 3.8 to match PPF project outputs.**

### **Deliverable 3.8: Adaptation beneficiary methodologies & calculations**

Develop an annex that describes the adaptation beneficiary methodologies & calculations. This annex will indicate the number, location, and type (food security vs livelihoods) of Project adaptation beneficiaries and the methodologies for these calculations, calculating the expected adaptation benefits that will be generated by the project and expressing them in terms of direct and indirect beneficiaries. An Excel spreadsheet and the methodology narrative will be developed for the beneficiary calculation, that will also include the specific adaptation beneficiary calculation together with its detailed methodology narrative.

## **4. Meetings and Travel**

Travel is expected to complete the deliverables. As a guide for budgeting, CI expects that a total of 10 trips of 7-10 days will be required for Activity 1, 10 trips of 10 days for Activity 2, and 2 trips of 10 days for Activity 3.

Offerors should provide a preliminary travel plan and travel budget as part of their bid. The travel plan and budget may be modified by mutual agreement by CI and the successful Offeror during contract negotiations or period of performance. In addition, the travel plan may be further refined by the successful Offeror and



submitted as part of the inception report (Deliverable 1) following further discussions with CI. Travel-related costs will be reimbursed based on actual, itemized expenditure.

## 5. Methodology of the consultancy

The Funding Proposal will be developed through the deliverables and activities described in this ToR, and through work on implementation arrangements led by CI, funded separately.

The Consultancy Team will coordinate with CI's Team, the Peruvian government, project partners and other stakeholders in the proposal development, and will incorporate feedback from the stakeholder engagement process, CI technical experts, the CI-GCF Agency (acting as the Project's Accredited Entity), and the GCF.

In addition to the development of deliverables, the consultant will address reviews and feedback to respond to CI, EE partners, and GCF input and make changes as requested.

## 6. Indicative Deliverables Schedule

The deadline for execution of this consultancy is 20 months from the signing of the contract. The delivery of the products or deliverables will be made according to the following indicative schedule, which may be negotiated in the final agreement between CI and Consultant.

Note that the inception report should identify milestones for the deliverables and frequency of contact needed with CI staff and partners to ensure regular dialogue and coordination and to ensure that there is a common understanding of the expectations for each deliverable. In addition to the timelines for the draft deliverables indicated below, the Consultant should plan to provide outlines of the proposed structure and content of each deliverable to CI as early as possible to elicit feedback and guidance. Timelines for providing these outlines should be indicated in the inception report (Deliverable 1.0).

The proposed deliverable due dates are included in the table below. Earlier delivery where possible is preferred and can be indicated in the proposal timeline and/or inception report.

Invoice #	Deliverable	Due Date
1	1.0 Inception report	Month 1
2	1.1.1 Communal Reserves Landscapes (CRLs) profiles	Month 3
	1.1.2 Climate Change Vulnerability assessment	Month 4
3	2.1 Environmental and Social Impact Assessment (ESIA) and Social Management Plan (ESMP) (to be revised)	Month 4
	1.1.3 Overall risk identification and assessment for the Project	Month 5
	1.1.4 Synthesis of a baseline assessment	Month 5
	1.1.5 Options analysis	Month 5
	1.1.8 Analysis of National and Subnational Policies and Regulatory Frameworks	Month 5
	1.1.9 Natural Capital and Ecosystem Services Assessment and mapping, including ecosystem mapping of each site	Month 5
	2.2 Gender analysis and gender action plan	Month 5
	2.5 Accountability and Grievance Mechanism Plan design and development	Month 5
	3.1 Baseline analysis on biodiversity	Month 5
	3.4 Assessment of GHG emissions reductions	Month 5
4	1.1.6 Detailed Project description	Month 7
	1.2.2 Operations and maintenance plan and manual	Month 7

	3.2 Logical framework and theory of change as per Integrated results management framework (IRMF)	Month 7
	3.3 Project indicators and co-benefits assessment	Month 7
	1.1.7 Detailed Indigenous bio-businesses incubator description as an exit strategy	Month 9
	1.2.3 Procurement Plan	Month 9
	2.3 Community Engagement Plan	Month 9
	2.4 Consultations and stakeholder engagement plan	Month 9
	3.5 Monitoring and Evaluation Plan	Month 9
	3.6 Implementation timetable	Month 9
	3.8 Beneficiaries calculation (Mitigation and Adaptation)	Month 9
5	1.1.10 Economic and financial analysis	Month 11
	1.2.1 Project Budget	Month 11
	1.2.4 Legal due diligence	Month 11
6	Revised content from above deliverables pending AE and GCF feedback	Months 11- 20

The reports and final documents of each deliverable should be delivered in English and in a digital format, and should contain all original working files (Word, Excel, PDF, JPG, etc.).

It is important to recall that each deliverable should be recorded as a milestone and should be presented as a draft for review and approval by CI; the consulting team must respond to requests for revisions within 5 working days.

In addition, it should be noted that for the payment of the deliverables indicated, the work products must be approved by the CI-GCF Agency in its role as Accredited Entity to the GCF.

**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 offerors 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 USD.

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.

A travel budget should be provided as part of the cost proposal. The travel budget should clearly indicate any standard costs used by the Offeror (e.g., per diem rate). Travel costs will be reimbursed by CI based on actual expenses (with the appropriate itemized documentation).

**COVID 19 Guidelines**

Offerors shall adhere to all applicable international, national, or local regulations and advisories governing travel, including safety, health, and security measures in effect throughout the Period of Performance. It is expected that CI and the Offeror will take into consideration and plan around the international, national, or local regulations and advisories governing travel, including safety, health, and security measures in effect in the countries that the consultant is expected to visit. Virtual consultations are possible and expected where in-person field work is not possible.

**Financial Offer**

CI anticipates that the range of financial offers will be between USD 400,000—440,000, inclusive of required travel.

The financial offer should include a breakdown of costs by deliverables, as listed below:

<b>Deliverable</b>
Deliverable 1: Inception Report
Deliverable 2: Feasibility studies
Deliverable 3: Project Design Elements
Deliverable 4: Environmental and Social Impact Assessment and Social Management Plan (ESMP)
Deliverable 5: Gender Assessment
Deliverable 6: Community Engagement Plan
Deliverable 7: Consultation and Stakeholder Engagement Plan
Deliverable 8: Accountability and Grievance Mechanism Plan
Deliverable 9: Specific baseline analysis on biodiversity
Deliverable 10: Theory of Change & Logical Framework as per IRMF
Deliverable 11: Project indicators and co-benefits assessment
Deliverable 12: Assessment of GHG emissions
Deliverable 13: M&E Plan
Deliverable 14: Detailed workplan & implementation plan



Attachment 3 Cost  
Proposal Template PP

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**Attachment 4: Security Screening Request Form**

To reduce risk and ensure compliance with heightened screening requirements of various anti-money laundering (“AML”) and counter-terrorist financing (“CTF”) legislation and AML/CTF related donor obligations, CI is required to conduct due diligence for all CI grantees and service providers (“CI Funding Recipients”), which includes screening against international sanctions lists. All potential CI Funding Recipients are therefore asked to complete the Security Screening Request Form (“Form”) before CI can enter into contractual agreements.

If a match between a screened name provided in the Form and one of the sanctions lists is identified, CI will request additional information (e.g., address or DOB) on a confidential basis to clear the match and verify funding eligibility.

Any personal identifiable information provided as part of this Security Screening Request Form will be processed in accordance with applicable data protection laws and regulations. For more information on CI’s privacy practices, please see our privacy notice at <https://www.conservation.org/Pages/privacy.aspx>.

<b>1. Legal Name of Individual or Entity:</b>			
<b>2. Other names/acronyms of the entity:</b>			
<b>3. Is the intended CI Funding Recipient an individual or a sole proprietor?</b> ___ Yes ___ No <i>If Yes, complete questions #5 and #6. If No, complete questions #4 and #5.</i>			
<b>4. Members of the Board of Directors:</b> Provide full names in given name(s)/family name(s) format. Do not include titles or positions. Insert additional rows as necessary. <b>Example:</b> <span style="border: 1px solid black; padding: 2px;">Juan Alberto Sanchez Perez</span>			
<b>5. Staff members responsible for organizational management, project oversight, accounting and banking:</b> <i>Provide full names, in given name(s)/family name(s) format. If the entity does not have a person filling a position listed, leave it blank. List a person once only.</i>			
President		Chief Financial Officer	
CEO		Accountant	
Secretary-General		Bookkeeper	
Executive Director		Checks signed by:	
Project Manager		(Other)	
(Other)		(Other)	
(Other)		(Other)	
(Other)		(Other)	

**6. If the intended CI Funding Recipient is an individual or if the ultimate beneficiary of the CI funds is an individual, please complete the following section.**

Is the intended CI Funding Recipient, any of the intended CI Funding Recipient’s close family members, or any recipient of CI funds any of the below? The questions should be answered irrespective of rank (high rank/low rank) or whether the individual is compensated in his/her position as a government official or not, or serves in a full-time or part-time capacity.

- An official or employee of a government entity or any department, agency, or instrumentality thereof?  
\_\_\_\_\_ (Yes or No)
- A political party, party official, or candidate for political office?  
\_\_\_\_\_ (Yes or No)
- An official or employee of a public international organization such as the World Bank Group and the United Nations?  
\_\_\_\_\_ (Yes or No)
- A person acting in an official capacity for or on behalf of any of the above, e.g. members of royal families, officers and employees of state-owned enterprises, close relatives, family members and associates of an official?  
\_\_\_\_\_ (Yes or No)

If the answer is “Yes” to any of the above, please describe to what extent the intended CI Funding Recipient, a close family member of intended CI Funding Recipient, or recipient of CI funds under the proposed agreement is/are in a position to influence official decisions or acts that may have an impact on CI’s activities.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this Form, the authorized representative of the potential CI Funding Recipient certifies that the information provided herein is true and accurate as of the date of signature. The authorized representative of the potential CI Funding Recipient understands that intentional inclusion of false, deceptive or fraudulent information on this Form or any omission of material information with an intent to deceive, constitutes fraud, and that CI considers such action to constitute grounds to terminate a contract for cause without notice or penalty, notwithstanding any provisions to the contrary in the interpretation of the proposed agreement between CI and the CI Funding Recipient.

Signature: \_\_\_\_\_  
Name of Authorized Signatory: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Attachment 5: Information Sheet**

**A. FICHA DE INFORMACIÓN: PERSONA JURÍDICA**

**INFORMACIÓN GENERAL**

Datos de la organización

Nombre legal:					
Nombre comercial:					
Número de R.U.C.:					
Dirección:					
Distrito:		Ciudad:		Región:	
País:		Teléfono:		Celular:	
Correo electrónico:					

**Datos de Representante Legal**

Nombres y Apellidos:					
Sexo:	<input type="checkbox"/> Femenino <input type="checkbox"/> Masculino				
Cargo:					
DNI – N°:					

**Datos de persona de contacto:**

Nombres y Apellidos:					
Sexo:	<input type="checkbox"/> Femenino <input type="checkbox"/> Masculino				
Cargo:					
DNI – N°:					
Teléfono:		Celular:			
Correo electrónico:					

**INFORMACIÓN BANCARIA**

Nombre completo del titular de la cuenta:					
RUC N°/DNI N°:					
Correo Electrónico:					
Tipo de cuenta:	<input type="checkbox"/> Ahorros <input type="checkbox"/> Corriente				
Tipo de Moneda:	<input type="checkbox"/> Soles <input type="checkbox"/> Dólares				
Nombre de Banco:					
N° de Cuenta:					
N° de Código Interbancario (CCI):					



**Detracciones:**

¿Aplica detracción?	<input type="checkbox"/> SI <input type="checkbox"/> NO
Código de Tipo de Bien/Servicio:	
Código de Operación:	
N° de Cuenta Banco de la Nación	

Por favor adjunte el sustento necesario si aplica.

**B. FICHA DE INFORMACIÓN: PERSONA NATURAL**

**A. INFORMACIÓN GENERAL**

Nombres y Apellidos:					
Nacionalidad:					
Ocupación:					
DNI – N°:					
Pasaporte (si aplica) – N°					
Número de R.U.C.:					
Dirección:					
Distrito:		Ciudad:		Región:	
País:		Teléfono:		Celular:	
Correo Electrónico:					

**Si presenta alguna discapacidad, completar:**

Tipo:	
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**Si representa a alguna organización, completar:**

Nombre de la organización:	
Cargo:	

Si suscribirá un contrato de consultoría/ prestación de servicios con CI Perú, completar:

**Medio de pago:**

Tipo de documento a emitir:	<input type="checkbox"/> Factura <input type="checkbox"/> Recibos por Honorarios
¿Cuenta con Suspensión de IR 4ta Categoría?:	<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No aplica

**Seguro contra accidentes/ vida:**

¿Cuenta con un seguro contra accidentes o de vida?:	<input type="checkbox"/> Sí* <input type="checkbox"/> No
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**Datos de contacto en caso de emergencia:**

Nombres y Apellidos:	
Relación:	
Dirección:	

Teléfono:		Celular:	
Correo electrónico:			

**B. INFORMACIÓN BANCARIA**

¿Posee una cuenta bancaria?:	<input type="checkbox"/> Sí <input type="checkbox"/> No
Nombre completo del titular de la cuenta:	
DNI N°:	
Correo Electrónico:	
Tipo de cuenta:	<input type="checkbox"/> Ahorros <input type="checkbox"/> Corriente
Tipo de Moneda:	<input type="checkbox"/> Soles <input type="checkbox"/> Dólares
Nombre de Banco:	
N° de Cuenta:	
N° de Código Interbancario (CCI):	