REQUEST FOR PROPOSALS (RFP)

Conservation International Foundation (CI), the Contracting Entity, is issuing a Request for Proposals (RFP) for the procurement described below. This Request for Proposal (RFP) contains all the necessary information for interested Offerors.

1. General information

RFP number :	2026-004	Amendment number:	N/A
Name of Service/Good requested:	Consultancy to Prepare a GEF-9 Project Identification Form (PIF) for the project titled: *Strengthening the Climate Resilience of Uganda's Wetlands, Keystone Protected Areas and Surrounding Communities through Inclusive Collaborative Management and Gender-Responsive Ecosystem-based Adaptation (CReW-KPA[1])*		
Funded by Program name and background:	Funded by the Global Environment Facility (GEF). • **Implementing agency:** Conservation International • **Executing Agency:** The Ministry of Water and Environment (MWE) • **Executing Partners:** - Uganda Wildlife Authority (UWA) - Local Communities (to be determined) - NGO/Community-based organisations (to be determined) - Private sector actors (to be determined)		
Type of contract/purchase order :	☐ Cost Reimbursement ☒ Fixed Price		
Submission instructions:	All correspondence, including submission of Proposals and Clarifications, should be sent by email to cigefprocurement@conservation.org The subject line of the email must reference the RFP name of this solicitation. All submissions are due to CI by 12:00 AM EST November 13, 2026		
Validity of bid:	120 days from the submission deadline.		
Important Dates	RFP Issue Date	October 27, 2026	
	Clarification Requests Due	November 9, 2026	
	Proposal Submission Due	November 13, 2026	
	Finalist Interviews	November 27, 2026	
	Estimated Award Decision	December 4, 2026	

[1] CReW-KPA (Climate Resilience of Wetlands-Keystone Protected Areas)

2. **Procurement details**

1. **Description of the project/project overview**:

Target Sites: Queen Elizabeth National Park including Lake George wetland system Ramsar site, Kibaale National Park, Rwenzori Mountains National Park and wetland system Ramsar site(TBC)

GEF-Focal Areas: Climate Change Adaptation (Least Developed Country Fund-LDCF)

Proposed project amount: (To be confirmed)

Problem Statement: Uganda's national Parks and associated wetlands, namely Queen Elizabeth, Kibaale, and Rwenzori Mountains (TBC) National Parks, with their surrounding buffer zones, are increasingly vulnerable to climate change The interconnectivity between the Keystone protected areas and wetlands which are critical components of Uganda's climate resilience and natural capital makes them intricate systems that require collaborative management. Wetlands also act as ecological buffers between protected areas and human settlements, helping to sustain wildlife habitats, water availability, and livelihood resources. Rising temperatures, prolonged droughts, erratic rainfall, extreme weather events, ecosystem degradation, declining water resources, invasive species, and changing wildlife movement patterns are threatening habitat health, biodiversity, ecosystem services, and local livelihoods. Climate change is also intensifying competition for natural resources, increasing human-wildlife conflict, reducing ecosystem resilience, and undermining protected area management effectiveness. These challenges are compounded by limited integration of climate risks into protected area planning and governance, weak climate-informed monitoring systems, inadequate and uncoordinated ecosystem-based adaptation (EbA) implementation, insufficient climate-resilient livelihood opportunities, and limited mobilization of adaptation finance. Addressing these challenges requires shifting protected area management beyond traditional biodiversity conservation towards a whole-of-government and whole-of-society approach that integrates climate-smart, adaptation-focused, ecosystem-based and people-centred strategies, underpinned by sustainable nature financing to support long-term conservation, ecological connectivity and resilient local economies. The proposed objective of this project is therefore to strengthen the climate resilience of ecosystems, biodiversity, and local communities in and around Queen Elizabeth-Lake George Ramsar site, Kibaale, and Rwenzori Mountains National Park and Ramsar site (TBC) through inclusive collaborative management, gender-responsive ecosystem-based adaptation, climate-smart landscape governance and sustainable nature financing.

A draft concept note has been prepared and will serve as the basis for the consultant's development of the Project Identification Form (PIF).

Consultancy period: The estimated consultancy timeline for this project is December 7th, 2026 – June 30th, 2027.

PIF Submission to the GEF: The consultant shall prepare and finalize the PIF in line with the anticipated June 2027 GEF Work Program cycle. CI will communicate the official submission timeline once it is published by the GEF Secretariat. In the interim, CI aims to submit the complete PIF package to the GEF by **17 March 2027**. This target date may be adjusted, as necessary, to align with the official June 2027 Work Program calendar once confirmed by the GEF Secretariat.

The budget range for this project to develop the PIF is $25K-30K. The fee for services will not exceed the provided range (including consultant's travel expenses) and will be based on payments tied to deliverables as outlined in the Deliverables Schedule (Section 5). Conservation International will cover the costs for the Validation Workshop.

Definition of the goods or services required with detailed specifications

- CI will provide the templates to be adopted by the consultant, which include the GEF-9 Project Identification Form template with its annexes, such as the safeguards screening form, relevant filled GEF tracking tool.
- The consultant is expected to share the stakeholder consultation and validation report
- A tabulated list of stakeholders consulted during the PIF preparation phase, disaggregated by stakeholder category and gender, with specific identification of youth, women, and local community representatives within the respective stakeholder groups.

3. **Offeror requirements:** The below listed criteria represent the minimum requirements for all offerors responding to the RFP.

Conservation International requires a National or International firm or group of individual consultants to perform the work described herein. Any international applicants must ensure a national consultant (s) is included in the team. The minimum qualifications are provided below:

a. At least 6 years of professional work experience, of which at least 4 years are in drafting GEF Projects PIFs and documents.
b. Extensive conceptual and practical knowledge of climate change adaptation, environmental and social safeguards, environmental management, and biodiversity management programs
c. Proven experience in successful PIF preparation and proposal development in the field of environmental management and livelihood improvement, climate change adaptation and /or natural resource management in developing countries, ideally in an African state context
d. Demonstrated experience in capacity development initiatives, notably at the systemic and institutional levels;
e. Demonstrated experience in designing sustainable financing mechanisms for environment and livelihood programs
f. Extensive conceptual and practical knowledge of the GEF Trust Fund, particularly LDCF operating and strategic principles, will be an advantage;
g. Experience working and collaborating with a broad range of stakeholders from diverse institutions and levels including governments, civil society and local communities;
h. Demonstrated ability in analytical and report drafting work in a concise format and of high quality;
i. Extensive experience analysing data and preparing analytical reports;
j. Proficiency in English
k. Experience working in Uganda is an added advantage.

4. **Submission requirements:** Quotations will be considered complete if they include all these items:

1-3 Page Technical Proposal: Technical Proposal highlighting relevant geographical and technical experience that will meet the minimum requirements of this specific project. The technical proposals should be submitted in English and should not exceed three (3) pages (excluding annexes). Annexes may include the CVs and brief biographies of the proposed team members, relevant experience, and other supporting documentation pertinent to the assignment.	☒
Cost Proposal (refer to the cost proposal template under attachment 2)	☒
Signed Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)	☒
Deliverable date: *Offerors should use the table under section 5 to provide information on availability and estimate the number of days for each deliverable.*	☒

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 any and all offers, if such action is considered to be in the best interest of CI.

Technical Proposal

Part 1: Technical Approach, Methodology and Detailed Work Plan.	The Technical Proposal should describe in detail how the Offeror intends to carry out the requirements described in Section 5, Scope of Work (SOW). The technical proposal should demonstrate a clear understanding of the work to be undertaken, and the responsibilities of all parties involved. The Offeror should include details on personnel, equipment, and contractors who will be used to carry out the required services.
Part 2: Management, Key Personnel, and Staffing Plan.	CVs should be included in an annex to the technical proposal. CVs must demonstrate experience in designing GEF-funded projects, biodiversity/natural resource management, and climate adaptation programming CV should also demonstrate proficiency in English (verbal and written) CV for the national consultant must demonstrate experience working with government and non-government institutions and understanding of country policies and plans related to our project area of focus.
Part 3: Corporate Capabilities, Experience, Past Performance, and 3 client references.	Please include descriptions of similar projects or assignments and at least three client references.

Cost Proposal

Offerors shall use the cost proposal template **Detailed Budget** (Attachment 2).

- The cost proposal is used to determine which proposals are the most advantageous and serves as a basis of negotiation for award of a contract.
- The cost proposal must be all-inclusive of profit, fees, and taxes.
- Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offeror's proposal be accepted.
- 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 labelled and included in the total offered price.
- All cost information must be expressed in USD.
- The cost shall also include a budget narrative that explains the basis for the estimate of every cost element or line item.
- Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item.
- CI reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness or completeness of an Offeror's cost proposal.
- 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.

5. Deliverables, and Deliverables Schedule

Key Tasks:

a. Undertake a review of relevant literature and documents, including the draft concept note, the LDCF GEF-9 Programming Directions, the country's guidance documents including NAPA, NDC, and project documents from past/ongoing similar initiative/projects i.e. terminal evaluation, progress reports and other related work.

b. Consult with key stakeholders as needed to solicit their input into the development of the PIF. These consultations can take place via telephone, electronic conferencing, or in person, and should at minimum involve local communities, relevant government Ministries, Departments and Agencies, CSOs, private sector and experts working in biodiversity, wildlife, agriculture, forestry, environment and climate change sectors.

c. The consultant will undertake field visits to selected areas of the key protected areas, and engage with local communities and leaders to understand the current status, challenges and opportunities in this area to be integrated in the project design

d. Informed by the literature review and field and stakeholder consultations, prepare the PIF. The consultant will also be responsible for preparing the safeguard screening forms and the PIF package with all required annexes, including CI's specific requirements for PIF internal clearance.

e. Revise and finalise the PIF template and all related annexes to address comments from the Government of Uganda, CI, and the GEF Secretariat.

f. Incorporate comments from the CI, Government of Uganda, partners, the local community, other stakeholders and the GEF Secretariat and finalise the PIF and all related annexes for submission to the GEF.

Deliverable Schedule

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
Preparatory phase					
0	Attend the CI virtual PIF kick-off meeting	Participate in the CI PIF Kick-off meeting. • CI to introduce key partners to the consultant. • CI to provide guidance and share PIF templates	December 2026 (Date: TBD)	40%	Participate in the CI PIF Kick-off meeting
1.	A draft outline of the PIF that includes: • A draft Results Framework • A Theory of Change • Filled safeguards screening form	• A zero draft Results Framework • A draft Theory of Change • Draft safeguards screening form	30th January 2027		CI provides initial comments and confirms the drafts below are on track. • A zero draft Results Framework • A draft Theory of Change • Draft safeguards screening form
Consultation					
2	a. Conduct stakeholder consultations (in-person and virtual) meetings, field visits, and engagements with representatives from the respective Government, GEF OFP, and stakeholders at national and local levels including communities	• CI Stakeholder Engagement Plan template for PIF/PPG filled. • Field visit and Stakeholder Consultation report (max 6 pages, and add annexes, including a list of stakeholders consulted (names, contacts, sex, youths, IPLC) and sites visited, photos, etc	Week of 8th February 2027	50%	• Stakeholder Engagement Plan for PIF/PPG • Stakeholder Consultation report
	b. Project institutional arrangements	• Indicative project institutional/implementation arrangements (show how the project will be implemented and a clear understanding of the flow of funds).	8th February 2027		• Project institutional arrangements/ Implementation arrangements approved by CI
	c. 1-day in-person PIF Stakeholder Validation Workshop (*tentatively in February- Date TBD)*	• Validation Workshop Report	In February 2027 (Date: TBD)		• PIF Stakeholder Validation Workshop Report

PIF Package					
2.	First draft of the complete PIF Package (PIF, Core Indicator Worksheet, LDCF tracking tool, Safeguards screening form, etc.) which incorporates comments from Stakeholders	• First draft of the complete PIF Package (inclusive of comments from Stakeholders)	1st March 2027		• The first draft of the PIF Package (PIF, Core Indicator Work Sheet, LDCF tracking tool, Safeguards screening form) incorporates comments from Stakeholders
3.	Semi-final draft PIF Package (PIF, Core Indicator Work Sheet, LDCF tracking tool, Safeguards screening form, etc.) which incorporates comments from CI	• Semi-final PIF Package (PIF, Core Indicator Work Sheet, Biodiversity tracking tool, Safeguards screening form, Updated LoE) which incorporates comments from the EA and the CI Project Agency	11th March 2027	10%	• Final draft approved by CI ***PIF submitted to the GEF on March 17th (to be adjusted once the June 2027 Calendar is published by the GEF)*
4.	Final PIF Package (PIF, Core Indicator Work Sheet, LDCF tracking tool, Safeguards screening form etc) which incorporates comments from the GEFSEC	• Final PIF Package which incorporates comments from the GEFSEC	3rd May 2027		• Final PIF Package (Approved by the GEF)

6. **Evaluation:** An award will be made to the Offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical capability requirements, and is determined to represent the most advantageous to CI.

Evaluation Criteria	Score (out of 100)
1. Demonstrated experience in developing project proposals for diverse donors, including the Global Environment Facility (GEF), Green Climate Fund (GCF), and other bilateral and multilateral donors. Preference will be given to candidates with experience preparing GEF project proposals (PIFs and/or PPGs) that received PIF Approval or CEO Endorsement/Approval within the past five (5) years(include the GEF project ID).	25/ Max points
2. Relevant technical expertise in (a) project design that addresses climate adaptation, environment and natural resource management, biodiversity management; (b) relevant	30/ Max points

expertise including gender mainstreaming, stakeholder engagement, and GEF's Environmental and Social Safeguards; (c) language proficiency in English	
3. Technical proposal: Is the proposed approach and methodology clear, and is the sequence of activities and the planning logical	30/ Max points
4. Appropriate Budget: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment. Appropriate budget, demonstrating appropriate allocation of labour days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost-effectiveness	10/ Max points
5. Demonstrated ability to work in East Africa/Experience working in Sub-Saharan Africa	5/Max points

7. Important Information

Currency	Price must be quoted in USD. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.
Resulting Award	CI reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFP in no way obligates CI to award a contract, nor does it commit CI to pay any costs incurred by the offeror in preparing and submitting the proposal. CI reserves the right to enter negotiations about price and terms as required.
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.
Code of Conduct	The Code of Conduct reflects CI's commitment to ethical behavior and decision-making, grounded in CI's core values and mission to protect nature for the benefit of all. The Code of Conduct applies to CI staff, as well as grantees, contractors, suppliers, consultants and their employees (collectively, "Delivery Partners"). The full Code of Conduct is herein linked. Delivery Partners are expected to review and adhere to the principles outlined in the Code of Conduct. Delivery Partners may report potential violations of our Code, policies or applicable laws and regulations to the CI Ethics Hotline at www.ci.ethicspoint.com. Grievances related to Code of Conduct violations will be addressed in accordance with the grievance mechanism required as an integral part of the Environmental and Social Safeguards Standards (https://www.conservation.org/docs/default-source/gef-documents/ci-gef-environmental-and-social-management-framework-(esmf)-version-06.pdf?sfvrsn=6e521414_2).

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

Offeror 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 Conduct. CI's Code of Conduct 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 Conduct should be reported to CI via its Ethics Hotline at 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 Conduct, 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 scope of work 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".

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Requestor Signature	
Name & Title	
Date	

Attachment 2: 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 US Dollars.

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

Cost Breakdown by Deliverable

Deliverable	**Price (Lump Sum, All Inclusive)**
Insert deliverable 1 from Section 3 or attached TOR	
Insert deliverable 2 from Section 3 or attached TOR	
Insert deliverable 3from Section 3 or attached TOR	
Insert deliverable 4 from Section 3 or attached TOR	
Insert deliverable 5 from Section 3 or attached TOR	

Cost Breakdown by Cost Component (example only)

Description	**Unit of measure (day, month etc)**	**Total period of engagement**	**Unit cost/rate**	**Total Cost for the Period**
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
Total Cost of Financial Proposal				