

**World Wildlife Fund, Inc.
Conservation Strategies & Measures
1250 24th Street Washington, DC 20037**



Request for Information (RFI)

TITLE: Technical Support for Environmental and Social Impact Assessments

ISSUE DATE: May 7, 2013

DUE DATE: June 30, 2013 at 5PM EST Washington, DC

DELIVERY METHOD: Electronic Submission via Web Form

ELIGIBILITY: This RFI for consultant applications is open to anyone that satisfy the minimum qualifications stated herein and that are available for work on a periodic basis and in various international locations.

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1. PURPOSE AND BACKGROUND INFORMATION

- 1.1. Purpose** - World Wildlife Fund, Inc. Conservations Strategies & Measures Department, hereafter referred to as "WWF," is initiating this RFI to collect applications from individuals or firms interested in providing technical support for **environmental and social impact assessments (ESIA)**.

WWF plans to engage consultants to conduct ESIA's of the possible positive or negative impacts that a proposed project may have on environmental and social targets. The purpose of the assessment is to ensure that decision makers consider these impacts when designing a project and deciding whether to proceed with particular strategies. Consultants will be tasked with identifying, predicting, evaluating and recommending program design changes or mitigation activities. Additional assistance with the preparation of the Environmental and Social Management Plan (ESMP) may also be required for some projects.

ESIA's are unique in that they do not require adherence to predetermined environmental and social outcomes, but rather they require decision makers to account for impact in their decisions and to justify those decisions in light of detailed assessments of the project context and design. This uniqueness and the varying project designs will result in discrete terms of references for each project. Consultants may be engaged to complete environmental or social assessments, depending on project needs and the qualifications of the consultant.

WWF intends to pre-qualify consultants to provide the services described in this RFI and add their information to our consultant directory. The consultant directory will be updated every 24 months. Inclusion in the consultant directory does not guarantee that the consultant will be contacted for every or any potential consulting project. WWF may choose to use consultants not included in the consultant directory for certain projects, in WWF's sole discretion.

- 1.2. Eligibility Criteria-** The individual consultant or team members must present the following eligibility criteria. Consultants are not required to be qualified for both social and environmental impact assessments. Each eligibility criterion is assigned a total number of points

Eligibility Criteria	Points
1. Minimum 8-10 years of relevant professional experience	20
2. Graduate degree in Social Science, Anthropology, Conservation Biology, Ecology or other relevant degree field	15
3. Technical knowledge of bilateral & multilateral agency policies, USG government policies and guidelines, and policies from other major donor organizations preferred	15
4. Experience assessing impact on indigenous peoples, gender integration and other social fields and/or experience evaluating project designs for environmental impacts	20
5. Experience with climate change mitigation and adaptation strategies preferred	10
6. Experience conducting site visits and stakeholder consultations	10
7. Knowledge of OECD-DAC and other recognized standards for evaluation	10

Weighted Scoring for Each Criterion	Percent of Possible Points
Does Not Meeting the Criteria	0%
Meets Some of the Criteria	50%
Meets the Criteria	100%
<i>Example: Experience with site visits, but not formal consultation (Criteria 6)</i>	<i>10 pts. (50%)</i>

1.3. Period of Performance- The duration of each period of performance is subject to the scope for each terms of reference approved by WWF. Performance periods will be negotiated with consultants on a case-by-case basis.

1.4. Conflicts of Interest- Specific restrictions apply to contracting with current WWF employees, members of the WWF Board of Directors, close relatives of employees or Board members, or third parties where employees or WWF Board members have a financial interest (including employment) or serve as officers or directors. Any such potential conflicts should be clearly disclosed in the submission.

2. GENERAL INFORMATION

2.1. WWF Contact Information - The WWF staff person listed below is the assigned point of contact for this RFI. All communication between the consultant(s) and WWF upon release of this RFI must be through the designated staff person below:

Name, Title	Cristy Garris, SPO for Monitoring & Evaluation
Submission Address	Submission Web Form
E-Mail Address	cristy.garris@wwfus.org
Mailing Address	1250 24 th Street Washington, DC 20037
Physical Address	1250 24 th Street Washington, DC 20037
Phone Number	+1 (202) 495-4744

Any other communication will be considered unofficial and non-binding. Consultants are to rely on written statements issued by the assigned WWF staff. Communication directed to parties other than the assigned staff may result in disqualification.

2.2. Confidentiality - Applications submitted in response to this RFI shall become the property of WWF.

Due to WWF and donor requirements, this RFI and all responses submitted may be subject to public or third-party disclosure. Any information in the submission that the consultant(s) desires to claim as proprietary and exempt from disclosure must be clearly designated. The information must be clearly identified and each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire submission exempt from disclosure or as proprietary information will not be honored.

2.3. Revisions to the RFI - In the event it becomes necessary to revise any part of this RFI, addenda will be provided via e-mail to the contact person listed in the Submission Web Form. Consultants are responsible for including a contact name, e-mail address, and telephone number to the WWF Assigned Staff in order to receive any RFI addenda.

WWF also reserves the right to cancel or to reissue the RFI in whole or in part.

2.4. Acceptance Period - Consultants will be notified within 60 calendar days of the closing date if their application was pre-qualified for the consultant directory.

2.5. Responsiveness - All Applications will be reviewed to determine compliance with eligibility requirements and instructions specified in this RFI. Failure to comply with any part of the RFI may result in rejection of the submission as non-responsive.

- 2.6. Costs to Propose** - WWF is not liable for any costs incurred in preparation of a submission in response to this RFI, in conduct of a presentation, or any other activities related to responding to this RFI.
- 2.7. No Obligation to Agreement** - This RFI does not obligate WWF to enter into any agreement for services described herein.
- 2.8. Rejection of Submissions** - WWF reserves the right in its sole discretion to reject any and all submission received and not to issue an agreement as a result of this RFI.

3. SUBMISSION CONTENTS

- 3.1. Submission of Applications** - Applications should be submitted electronically, one in MS Word format (v2003 – v2007) and the other in a searchable PDF format.

Deadline: The Application must be received no later than **June 30, 2013 at 5:00 p.m.**, Eastern Standard Time.

Delivery Method: Applications must be submitted electronically as an attachment to the Web Form listed in **Section 2.1**. Late Applications will not be accepted, unless WWF'S Web Form is found to be at fault. All Applications and any accompanying documentation become the property of WWF and will not be returned.

Consultants responding to this RFI have an option to select a confirmation email with submission details at the bottom of the Submission Web Form.

Submissions must be written in English and submitted electronically to the **Assigned Staff in Section 2.1** in the order noted below:

- Cover Letter
- Resumes or CVs
- Summary Description of Technical Experience (max 2 pages)
- Three (3) Professional References
- Fee Schedule

Submissions must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the reviewers, but should assist the consultant in preparing a thorough response. All requested information must be included as part of the submitted response.

- 3.2. Resumes and CVs** - The submission should include resumes or CVs for each person that WWF is being asked to consider.

3.2.1. Experience of the Proposed Consultant:

3.2.1.1. Indicate professional experience in the following areas associated with:

- Social Impact Assessments and Evaluations
- Environmental Impact Assessments and Evaluations
- Indigenous Peoples
- Gender and other marginalized groups

3.2.1.2. Indicate other relevant experience that indicates the qualifications of the proposed consultant/firm, and any subcontractors, for the performance of the potential agreements.

3.2.1.3. Include a list of agreements the proposed consultant/firm has had during the last five years that relate to the ability to perform the services needed under this RFI. List agreement reference numbers, agreement period of performance, contact persons, telephone numbers, and e-mail addresses.

3.2.2. Related Information:

3.2.2.1. If the proposed consultant/firm or any subcontractor has contracted with WWF during the past 24 months, indicate the name of the department, the agreement number and project description and/or other information available to identify the agreement.

3.2.2.2. Any potential conflicts of interest, even if previously disclosed (see Section 1.5 for more information).

If the consultant/firm has had an agreement terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the consultant/firm non-performance or poor performance. Submit full details of the default, including the other party's name, contact information, and your position on the matter.

3.3. Professional References - List names, addresses, telephone numbers, and e-mail addresses of three (3) business references for the proposed consultant/firm. For firms include three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current WWF staff as references. By submitting a response to this RFI, the vendor and team members grant permission to WWF to contact these references. WWF may or may not, at WWF's discretion, contact references. WWF may evaluate references at WWF's discretion.

3.4. Fee Schedule – Consultants and firms should include salary history and/or fee schedules listing hourly or daily rates with the submission. This information will be used during any resulting contract negotiations.

4. REVIEW OF SUBMISSIONS

4.1. Review Procedure - The submissions shall be reviewed by an internal team to be designated by WWF. That internal team will determine the score of each submission based on the total number of points awarded. The weighted points for each eligibility criterion are specified in **Section 1.2**.

4.2. Oral Presentations May Be Required - After evaluating the written submissions, WWF may elect to schedule oral presentations of the finalists. Should oral presentations become necessary, WWF will contact the consultant or firm to schedule a date, time and location.

4.3. Communication of Results - WWF will communicate to each consultant whether they have been included in the consultant directory or not. WWF will not provide the review score or any details on why a submission was not successful. The consultant directory will not be publicly available.