

# **Request for Expression of Interest:**

## **Selection Document Terms of Reference and Response Form**

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Project title: Colombia Climate Finance  
Framework

CDKN Project Ref : TALA-0032

Date : 18/07/2014

# Section 1: Introduction and Instructions to Bidders

## 1.1 Introduction

- The Climate and Development Knowledge Network (CDKN) is an alliance of six private and not-for-profit organisations, launched in March 2010. PricewaterhouseCoopers LLP (PwC) is the prime contractor.
- Led by PricewaterhouseCoopers LLP, the alliance also includes the Overseas Development Institute, LEAD International,, SouthSouthNorth in Africa, Fundación Futuro Latinoamericano in Latin America and the Caribbean and LEAD Pakistan in Asia.
- The purpose of this Selection Document is to assist CDKN in the development of a framework for Colombia's climate finance strategy. CDKN is in the process of identifying suitable partners in Colombia, to develop and deliver a framework that will enable the Government of Colombia to identify, leverage and channel the necessary financial resources for the implementation of climate change adaptation and mitigation programs and projects.
- CDKN requires the information sought in this selection document from each Bidder who wishes to proceed further in this procurement exercise. Only Bidders who are successful at this stage will be invited to participate in the next stage of the procurement process.

## 1.2 Procurement process

- CDKN seeks to hire a Colombian based-supplier with international expertise to implement a project over 12 months to develop the Framework for a future Climate Finance Strategy for the Government of Colombia. This project is in response to a request from the Government through the National Planning Department (DNP), to ensure that clear financial mechanisms will be established to implement the national climate change policy and strategies, and facilitate the achievement of their objectives.
- CDKN have developed a very high level terms of reference in section 2 of this document which includes the background and intended outcome of this project.
- Following submission of the EOIs, CDKN will take forward qualifying bidders to the second stage of procurement.
- The second stage will comprise of a full request for proposals and may include follow up conversations with successful suppliers to be held by phone.

Activity	Deadline
Bidder submission of clarification questions regarding the EOI	23rd July
Bidder submission of EOI response	1st August
Invitation to Tender (ITT) to be shared with the shortlisted bidders	8th August
Bidder submission of clarification questions regarding the ITT	20th August
Bidder submission of ITT response / proposal	5th September

### 1.3 Instructions for Bidders

- Bidders should complete **sections 3 and 4** of this document and return this to the following address:  
**cdknetwork.procurement@uk.pwc.com**
- Responses for EOI can be provided in English or Spanish
- Responses to this Selection Document must be clearly marked: "TALA-0032- Colombia Climate Finance Framework".
- Your completed Selection Document should be received by the deadline below.

**Closing Date for Responses to the EOI**

**1<sup>st</sup> August 2014**

**12.00 (noon) hours UK Time**

- CDKN will respond to all reasonable requests for clarification. All questions should be submitted by the bidder by **23rd July 2014** to the CDKN Procurement email address. The answers will be shared on a date following the submission date. All queries and responses will be dealt with by e-mail only. CDKN reserves the right to issue the response to all Bidders.
- If a Bidder wishes CDKN to treat a request as confidential and not issue the response to all Bidders, it must state so at the time of request for clarification, stating the reasons for the desired confidentiality.
- If, in the opinion of CDKN, the content of a request is not considered to be confidential, CDKN will inform the Bidder and it will have an opportunity to withdraw the request for clarification. If the request for clarification is not withdrawn within the timeframe specified by CDKN, the response will be issued to all Bidders. In all cases the identity of the person asking the question will remain confidential.
- CDKN may itself issue clarification requests to the Bidder. The Bidder is asked to provide a single point of contact (including telephone and e-mail details) in their organisation for the receipt of such requests.
- The questions set out in this Selection Document should be used to form the structure of your responses. Please use the template provided.
- Each question in the Selection Document must be answered by the Bidder.
- In addition:
  - Where the Bidder relies on the capacities of other entities (e.g. proposed sub-contractors and/or consortium partners), they must make this clear in their response to that question. The Bidder must explain the role of the third party and demonstrate their capabilities in this area if necessary.
  - Short-listed bidders will have the possibility to set up consortia if needed at a subsequent stage and/or involve subcontractors that did not participate in the Expression of Interest stage.
  - Questions must be answered accurately and concisely. Where a question is not relevant to the Bidder's organisation, this should be indicated with an explanation.
  - If a Bidder fails to provide the required information, does not make a satisfactory response to any question, or fails to supply documentation referred to in their responses, CDKN may make further requests to the Bidder for the required information. If this is not supplied in the given time, or is unsatisfactory, CDKN may treat the response as a non-compliant

response and it will therefore score zero and this will be taken into account in the evaluation process.

- CDKN expressly reserves the right to require a Bidder to provide additional information supplementing or clarifying any of the information provided.
- Where a length of response is stipulated, that response length relates to the number of A4 Pages or word count. Only the information within the set limit will be evaluated. Additional information will not be evaluated and therefore should not be supplied. Text in diagrams does not count towards the overall word limit.
- Under no circumstances should the Bidder provide general marketing brochures or other materials.
- At this initial stage we are not providing guidance on the budget envelope or requiring Bidders to provide budgets and prices in their response. This is because we will work with Bidders at the next stage to work up the draft Terms of Reference further. However, Bidders will wish to note that we will be underpinning the procurement process with an objective to seek innovative and robust solutions that deliver operating efficiencies and demonstrate value for money.

#### 1.4 Evaluation

- The Selection Document itself is split into a number of 'Parts' which will be weighted in the evaluation as per the table below.

Part	Description	Evaluation weighting
1	Organisation Identity / Individual Identity	N/A
2	Subcontractors	N/A
3	Organisational Information / Individual Information	N/A
4	Business Capability <i>Comprising:</i> <i>4.1 Capability statement</i> <i>4.2 Track record including experience with climate vulnerable countries</i> <i>4.3 Terms of reference: approach and comments</i>	100%  20% 20% 60%
5	Declaration	Required

#### 1.5 Non Disclosure Agreement

- Each organisation / individual who wishes to proceed further in this procurement exercise is required to complete the Non Disclosure Agreement provided. The potential subcontractors (individuals and organisations) are also required to complete the Non Disclosure Agreement.
- This allows CDKN and the Bidders to have open discussions about the project in advance of the contract being signed. This needs to be signed by the Bidders as soon as possible and then returned to CDKN Procurement.
- Please make sure to fill in the first paragraph of the first page with the company contact details, then print and sign two hard copies of this Non Disclosure Agreement and post both of these back to:

**Maira Jahangir, CDKN Procurement, PwC, Waterfront Plaza, 8 Laganbank Road, Belfast, BT1 3LR**

- Following this, CDKN Procurement will send you a copy of the NDA countersigned by the leading partner for your records.
- Soft copies may be sent via email however these must be followed by hard copies. Without a hard copy NDA we will be unable to invite potential bidders to workshops.

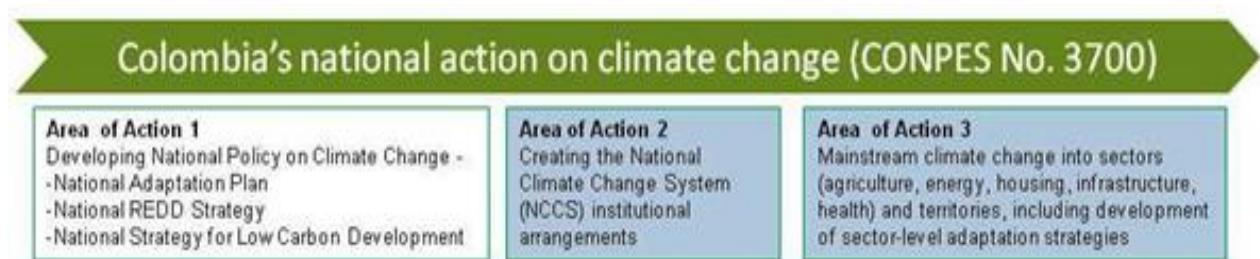
## Section 2: Project Terms of Reference

The high-level terms of reference for this project are outlined below. CDKN are looking for bidders to make comments on these terms of reference and flexibility is provided on modifying the scope of the project.

### 2.1 BACKGROUND TO THE PROJECT

#### 2.1.1. Where does Climate Finance stand in Colombia?

Colombia is currently one of the most progressive countries in terms of mainstreaming climate change in the development agenda. Climate change was included in the 2010-2014 National Development Plan and is currently one of the priorities for the 2014-2018 Plan which is in the formulation phase. The current climate policy framework is based on the Conpes 3700 (national economic and social planning document) launched in July 2011 which calls for the development of:



- (1) National Policy on Climate Change including: the National Adaptation Plan, the National REDD Strategy, the National Strategy for Low Carbon Development, and the National Strategy for Financial Protection from Disasters,
- (2) Creation of the National Climate Change System (NCCS), and
- (3) Mainstreaming of climate change into sectors (agriculture, energy, housing, health, infrastructure, etc.) and territories (Figure 1).

Moreover, these policy developments enabled the GoC to include highly trained professionals in key ministries and institutes.



**Figure 1:** National Climate Change Policy Framework in Colombia

As part of the National Climate Change System and understanding the necessity of channeling resources for financing the Climate Change policy, strategies and programs, the Conpes prescribed the creation of a Climate Finance Committee that is in charge of developing the financial component of the national climate change strategy. In line with this prescription, the National Planning Department has led the discussions around the topic of climate finance and currently serves as technical leader for the working group on climate finance.

The working group on climate finance begun operations in 2013 and includes various Ministries as well as the Colombian Adaptation Fund, the National Development Cooperation Agency and institutions from the public financial sector, among others. The working group has been successful in involving key actors and has developed a comprehensive agenda on different financial sustainability issues related to climate change.

The current tasks of the Finance Committee include the selection of a National Implementing Agency for the climate financial mechanism, the development of the financial climate change strategy, including a Climate Public Expenditure and Institutional Review, among others.

### 2.1.2 Demand for addressing a growing challenge

In the transition from one presidential period (2010-2014) to another (2014-2018), one of the most important tasks of the committee is to ensure that a clear Framework for a Climate Finance Strategy will be put into force to meet the objectives of the new National Development Plan.

Within the current formulation process of the National Development Plan, one of the gaps identified by the Government of Colombia is the absence of a comprehensive climate financial strategy that would allow the country to better address this policy challenge. The challenge is therefore to develop financial mechanisms with both a national and a regional perspective linking up a national and subnational approach, make a comprehensive analysis of available funding sources and design the necessary institutional arrangements for leveraging, channeling and implementing them.

In that sense, the formulation of the 2014-2018 National Development Plan is an opportunity to enable the financial committee to have an open discussion on climate change policy and financing strategy, on the institutional and coordination arrangements needed for this strategy to succeed and on the financial resources and instruments available in the country to advance in long-lasting and transformational changes, addressing the need to have a national level perspective and a regional and city level financial perspective.

## **2.2 PROJECT TERMS OF REFERENCE**

### **2.2.1 Objectives**

#### *Key Objective*

Prepare the framework for a comprehensive Climate Finance Strategy in Colombia, to maximize the value of and help achieve the objectives of climate change policy, strategies, plans and programs at the local, regional and national level.

#### *Specific Objectives*

- 1) Create an overall estimated budget for the needs of climate change financing in Colombia including mitigation, adaptation and REDD+ in a CCD context for the next 20 years.
- 2) Analyse the available and potential resources from local, regional, national and international resources linking up the national and subnational levels as well as from public and private sectors.
- 3) Provide the GoC and in particular the Climate Change Financial Committee with a framework for their Financial Strategy.
- 4) Consolidate a framework for the institutional arrangement and governance of Colombia's Climate Change Policy.

### **2.2.2 Expected deliverables**

CDKN expects the following deliverables to be produced in order to create the framework for a comprehensive Climate Finance Strategy:

1. Identification and assessment of financial needs and sources
2. Proposal for institutional arrangement
3. Climate Finance Strategy Framework for Colombia and supporting Guidelines

The key deliverables for the Government will be produced in Spanish. The project will require other deliverables to be produced in English, such as management reports and blogs, and some of the CDKN project oversight will be conducted in English, therefore strong English capabilities are essential.

### **2.2.3 Stakeholders**

There are several different groups of stakeholders involved directly or indirectly in the development of the Climate Finance Framework and subsequent Strategy. Both stakeholders groups on the demand side and the supply side have to be considered. These include:

- Financial Committee for Climate Change
- Public and Private actors involved in the development of the Climate Change Strategies, programs and projects.
- Cooperation Agencies
- Private Sector

The main counterparts in this project will be the National Planning Department, the Ministry of Finance and the Ministry of Environment and Sustainable Development.

### **2.2.4 Expertise required**

An organization with extensive experience of working in Colombia, a deep knowledge of the Colombian climate change context, and with strong networks within the Colombia government and other climate change and finance stakeholders. It must demonstrate it fulfils the following criteria:



- 1) Experience in developing economic and financial analysis, schemes and instruments and also possibly created financial or economic strategies for public policies or sectors.
- 2) The ability to engage with governmental agencies, especially top-level civil servants and ministers to lead cross-ministries discussions, get the necessary inputs for the purpose of the project and get the government buy-in.
- 3) The ability to give good technical and evidence-based concepts/recommendations that will lead to a strategic prioritization of financial mechanisms which are relevant for Colombia.
- 4) The capacity to understand the National Climate Change Strategies, its progress, challenges and opportunities and map out the key financial actors that may be involved in the development of the strategy.
- 5) Expertise in carrying robust benchmarking activities to identify the state of the international Climate Finance as well as existing mechanisms that may represent opportunities for Colombia.
- 6) Senior staff members available to lead the consultancy.

## Section 3: Bidder Response Form

Bidder responses to this EOI can be submitted in Spanish or English

### PART 1 – ORGANISATION / INDIVIDUAL IDENTITY

If you are an organisation, please fill in (a) the organisation identity table. If you are an individual with no legal entity please fill in (b) the individual identity table.

#### (a) ORGANISATION IDENTITY (if applicable)

1.1	Name of the legal entity in whose name this Selection Document is submitted:	
1.2	Name and job title of main contact for enquiries about this bid:	
1.3	Address of main contact:	
1.4	Telephone no. of main contact: (including full country dialling code)	
1.5	Mobile / cell telephone no. of main contact: (including full country dialling code)	
1.6	Fax no. of main contact: (including full country dialling code)	
1.7	Email address of main contact:	
1.8	Alternative contact name and telephone no: (including full country dialling code)	

#### (b) INDIVIDUAL IDENTITY (if applicable)

1.1	Title (Mr, Mrs, Ms, Miss, Other):	
1.2	Surname / Family name:	
1.3	First Name:	
1.4	Job title:	

1.5	Address:	
1.6	Telephone no.: (including full country dialling code)	
1.7	Email address	
1.8	Mobile telephone no.: (including full country dialling code)	
1.9	Fax no.: (including full country dialling code)	

## PART 2 - SUB-CONTRACTORS (if applicable)

We anticipate that this project may require a combination of service providers in sub-contracting or consortia relationships. At this initial stage there is no requirement for Bidders to form these relationships. However, if at this stage Bidders have identified any Sub-Contractors, please provide the following information for each Sub-Contractor.

### (a) Sub-contractors information – Organisation (if applicable)

2.1	Name of Company:	
2.2	Address of Company:	
2.3	Name and Job-title of main contact:	
2.4	Please list the service(s) that they will provide.	

### (b) Sub-contractors information – Individual (if applicable)

2.1	Title (Mr, Mrs, Ms, Miss, Other):	
2.2	Surname / Family name:	
2.3	First Name:	
2.4	Job title:	

2.5	Address:	
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2.5	Please list the service(s) that she/he will provide.

## PART 3 - ORGANISATION INFORMATION

3.1	Please provide a brief history of your organisation and its main business activities or your employment/academic record if you are an individual. (Max 500 words)

## PART 4 - BUSINESS CAPABILITY (Weighting 100%)

In responding to the questions below, please review the relevant draft Terms of Reference provided in Section 2 of this document.

4.1	<p><b>Capability statement, skills and experience:</b></p> <p><b>What relevant skills and experience do you bring to this project? Please reference experience in climate change policy and planning processes, climate finance, international and domestic level stakeholder engagement, and other relevant skills</b></p> <p><b>Question Weighting – 20% (Max. 1000 words).</b></p> <p><i>Maximum marks will be awarded to Bidders who can demonstrate an awareness of the skills needed for successful delivery of this project and who can demonstrate and evidence a relevant skill set.</i></p>
4.2	<p><b>Track record of delivery of similar projects:</b></p> <p><b>Please provide three example of previous work that gives confidence in your ability to scope, manage and implement high-quality projects to time and budget which are similar to the project described in the terms of reference.</b></p> <p><b>Question Weighting – 20% (Max 300 words per case study).</b></p> <p><i>Maximum marks will be awarded to Bidders who can demonstrate a proven track record of delivering projects, with an emphasis on the degree of challenge and complexity, and the direct relevance to this work.</i></p>

4.3	<p><b>Terms of Reference – Approach and comments:</b></p> <p><b>The draft Terms of Reference provide an outline of what CDKN is seeking from this project. How would you approach responding to this?</b></p> <p><b>Question Weighting – 60% (Max. 1000 words).</b></p> <p><i>Maximum marks will be awarded to Bidders who show an understanding of the how the draft Terms of Reference can be further developed and implemented to draw upon and add to international best practice. The response should:</i></p> <ul style="list-style-type: none"> <li><i>• Highlight any issues, constraints or opportunities arising and how these might be resolved</i></li> <li><i>• Provide an overview of how this project could be delivered, summarising methodologies that could be used, technical considerations, inputs, assumptions, activities and outputs</i></li> <li><i>• Provide an overview of government and other stakeholder engagement</i></li> <li><i>• Include considerations of resources and experts that may be required, including an indication of consortium structure if applicable</i></li> </ul>

## PART 5 - DECLARATION

The bidder must complete this Declaration and include it with its completed Selection Document. Failure to include this declaration may result in the bid being disqualified.

**To:** Chief Executive, CDKN

**Date:**

- 1 I have completed and enclosed all information required in the Selection Document in the format and order required.
- 2 I declare that this is a bona fide response to your Selection Document.
- 3 I declare that the organisation will comply with the CDKN terms and conditions of contract
- 4 I declare that I am aware of the next steps of the procurement process
- 5 I also declare that the organisation is not aware of any connection with a member of the PricewaterhouseCoopers LLP's staff which could affect the outcome of this procurement process.

Signed: .....

Date: .....

Name: .....

In the capacity of: .....

Duly authorised to sign on behalf of:

Name of organisation: .....

Contact Telephone Number (include country dialling code) .....