

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**CONSULTING SERVICES**  
**BANK-EXECUTED OPERATIONS**  
**FULL COMPETITIVE SELECTION PROCESS**

**PROJECT NAME:** Consulting services for the preparation of the Annual Performance Reports (APR) 2024-2026 for the Amazon Bioeconomy Program of the Green Climate Fund (GCF) commissioned by the Amazon Coordination Unit (CSD/ACU)

**SELECTION PROCESS #:** RG-T4624-P001

**SELECTION METHOD:** Full Competitive

**COUNTRY:** Regional

**SECTOR OR DEPARTMENT:** CSD/ACU

**TC NAME:** Knowledge Generation and IDB Group Synergies for Bioeconomy in the Amazon region

**FUNDING – TC #:** ATN/GN-21272-RG

**LINK TO TC DOCUMENT:** <https://www.iadb.org/en/project/RG-T4624>

**Attention Consulting Firms: Important Update Regarding BEO Bidder Portal Registration**

Effective July 1, all consulting firms, both new and previously registered in the [BEO Portal](#), **must add their Business Partner Number (BP Number)** to their organization's profiles to participate or continue participating in a BEO procurement process.

Please refer to the [FAQs](#) in the Portal for more details on **"How to Find or Obtain Your BP Number"**.

**Avoid delays** by not waiting until the last moment to complete this update. This process may take up to **48 hours** to complete and could prevent your organization from participating in a BEO Process.

For further questions or assistance, use the [live chat](#) on the BEO Bidder Portal page or email us at [ocs.procurement@iadb.org](mailto:ocs.procurement@iadb.org)

The Inter-American Development Bank (the Bank) was established in December of 1959 to help accelerate economic and social development in Latin America and the Caribbean. Today, the Bank is a major catalyst in mobilizing resources for the region (For more information about the Bank, please refer to the Bank's website at [www.iadb.org](http://www.iadb.org).)

**Section 1. Purpose of this Request for Expression of Interest**

**1.1** The Bank is executing the above-mentioned project. The Bank intends to contract consulting services described in this Request for Expressions of Interest (REOI). The purpose of this REOI is to obtain sufficient information to enable the Bank to evaluate if the eligible consulting firms (CF) have the experience and qualifications relevant to provide the consulting services requested by the Bank.

**1.2** As defined in the Corporate [Procurement Policy \(GN-2303-33\)](#), participating CF must be from a Bank's Member Country<sup>1</sup> or Territory<sup>2</sup> to be eligible to submit an Expression of Interest (EOI). The Bank will conduct the shortlisting process of the CF that expressed interest. The shortlisted CF will then be invited to continue further in the procurement process.

**1.3** This REOI is not to be construed as either an RFP or an offer to contract and in no way obligates the Bank to contract anyone. The Bank reserves the right to reject any and all participating CF for any or no reason without having to provide an explanation. The Bank does not bind itself in any way to select any participating consulting firm. No debrief will be provided as to why CF have or have not been shortlisted.

## Section 2. Instructions to the eligible consulting firms

2.1 Expressions of interest must be delivered using the *Bidder Portal for the Selection and Contracting of Consulting Firms for Bank-Executed Operations* (the Portal) (<http://beo-procurement.iadb.org>) by: [\[12/18/2024\]](#), 5:00 P.M. (**Washington, D.C., Time**) in PDF format only (Max. 45MB).

2.2 To access the Portal, the CF must generate a registration account, including **all** the data requested by the Portal. In the event that any of the information requested is not included, the consulting firm will not be able to participate in this or any other Bank-executed selection process for operational work. If the consulting firm has been previously registered, please validate that you have **all** the consulting firm's information updated and complete before submitting an EOI.

2.3 Eligible CF may partner in the form of a Consortium/joint venture (JV) to enhance their qualifications. Such Consortium/JV shall appoint one of the CF as the representative responsible for the communications, the registration in the Portal, and the submission of the corresponding documents.

2.4 Interested CF may obtain further information during office hours, 09:00 AM to 05:00

---

<sup>1</sup> **Member Countries:** Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, Uruguay and Venezuela.

<sup>2</sup> **Eligible Territories:** a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France; b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA; c) Aruba – as a constituent country of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Netherlands; d) Hong Kong – as a Special Administrative Region of the People's Republic of China.



PM (**Washington, D.C. Time**), by sending an email to: [\[danielhi@iadb.org\]](mailto:danielhi@iadb.org) and [aconde@iadb.org\]](mailto:aconde@iadb.org)

## **Inter-American Development Bank**

Division: [\[CSD/ACU\]](#)

Attn: [\[Daniel Hincapie, Operations Lead Specialist CSD/ACU\]](#)

1300 New York Ave, NW

Washington DC, 20577

Tel: [\[+12026231526\]](#)

E-mail: [\[danielhi@iadb.org\]](mailto:danielhi@iadb.org)

Web site: [www.iadb.org](http://www.iadb.org)

2.5 The Bank hereby invites eligible CF to indicate their interest in providing the services described below in the draft Terms of Reference for the consulting services. Interested CF must provide information establishing that they have the necessary experience and are qualified to perform the services. So that all responses may be properly evaluated, eligible CF must include in their submissions the information requested in the following section, with full and clear explanations.

### **Section 3. Consulting Services**

3.1 The consulting services include [services for the preparation of the Annual Performance Reports \(APR\) 2024-2026 for the Amazon Bioeconomy Program of the Green Climate Fund \(GCF\)](#). The estimated timeframe for the performance of these services is 26 months, and the estimated budget available for the consultancy is [USD 325,000.00](#)

3.2 Although there is no standard format for presenting an Expression of Interest, eligible CF must submit an EOI containing the following information:

- 1) Basic Information—Provide the official name of CF, the contact's name, email address, phone numbers, and office address (es) of the key contact (s) responsible for the EOI.
- 2) Background—Provide a description of the CF. The CF may include brochures or documents that provide information about its organization, history, mission, structure, and number of staff.
- 3) Experience related to the requested consulting services—Provide all kinds of evidence the CF considers appropriate to show its experience and expertise in delivering services similar to those described in Annex A, Terms of Reference (e.g., brochures, reports, studies, description of similar assignments, references to cases in which it has provided similar services, experience in similar conditions, availability of appropriate skills among staff, etc.)

3.3 Estimated budget: [\[USD325,000,00\]](#)

## **Annex A. Draft Terms of Reference**

Please note that the attached Terms of Reference may be subject to changes by the Bank. The CF that have been shortlisted will be notified of these changes.

### **ANNEX A – Terms of reference**

***Consulting services for the preparation of the Annual Performance Reports (APR) 2024-2026 for the Amazon Bioeconomy Program of the Green Climate Fund (GCF) commissioned by the Amazon Coordination Unit (CSD/ACU)***

Regional

RG-T4624

ATN/GN-21272-RG

TECHNICAL COOPERATION NAME: Knowledge Generation and IDB Group Synergies for Bioeconomy in the Amazon region

<https://www.iadb.org/en/project/RG-T4624>

#### **1. Background and Justification**

- 1.1.** On October 7th, 2021, The Board of the Green Climate Fund (GCF) has approved the [Amazon Bioeconomy Fund](#) (FP173), an ambitious initiative from the Inter-American Development Bank (IDB) to leverage investments in support to climate change adaptation and mitigation in the Amazon basin through innovative bio-businesses that seek to conserve the Amazon ecosystems and biodiversity, boost climate resilience, and improve local livelihoods in the Amazon countries.
- 1.2.** The Amazon basin contains the largest continuous area of tropical rainforests in the world, and it has a crucial role in regulating the Earth's climate. Efforts to conserve the Amazon ecosystems' integrity through innovative climate finance instruments, is crucial for the level of ambition needed to avoid an Amazon tipping point.
- 1.3.** The Amazon Bioeconomy Fund Program ("the Program") is a regional, multistakeholder platform seeking to catalyze the flow of private funds to bio-businesses that increase climate resilience and reduce emissions while keeping the Amazon forests standing. These bio-businesses are perceived to have a high-risk profile, and the GCF approved funds in the form of loans, grants and equity will address critical barriers for de-risking private investment.
- 1.4.** These bio-businesses are structured under different bioeconomy value chain that prioritize natural capital

and deliver climate benefits, including sustainable agroforestry, native palm cultivation, non-timber natural forest products, growing native species timber, aquaculture, and community-led nature tourism.

- 1.5. The Program finances activities in 6 Amazonian countries (Brazil, Colombia, Ecuador, Guyana, Peru, and Suriname) and the expected volume of resources that the Program will leverage, including public and private sources, is US\$719.1 million. It is estimated that the total number of direct and indirect beneficiaries reaches about 192,000 and 485,000, respectively. See more details in the [Funding Proposal](#) for the Program.
- 1.6. The objective of this Consultancy is the preparation of the APR (Annual Performance Reports) for the next 3 calendar years (2024, 2025 and 2026) for the Green Climate Fund (GCF) corresponding to the Bioeconomy Program of the Amazon of the IDB.

## **2. Objectives**

- 2.1. The Consultancy will carry out the activities leading to the elaboration of the mentioned reports by compiling and integrating the information in the different projects in execution and in preparation in the context of the Program. The APR reports are expected to follow the structure of the GCF APR Template for each year and take into consideration the GCF [Programming Manual](#) as a reference framework.

## **3. Scope of Services**

- 3.1. To carry out its task, the Consultancy must request information from the project managers and Executing Agencies, in coordination with the IDB technical team. To enable adequate and continuous monitoring of the activities, the Consultancy and the persons designated by the IDB will hold periodic meetings to review the progress of the work.

## **4. Key Activities**

- 4.1. Preparation of a work plan and schedule.
- 4.2. Review of the relevant documentation and operations related to the Program (currently over 60 operations), as well as GCF reports structure, policies and guidelines for reporting.
- 4.3. Kick off meetings with project managers and the IDB technical teams to present the reporting structure and work methodology.
- 4.4. Develop data collection tools or templates to collect the key information from IDB operations to collate and aggregate data into the APRs.
- 4.5. Interviews and work sessions, as needed, with the IDB technical teams, project teams and Executing Agencies to review, analyze and discuss the pertinent information required for the APRs for each project.
- 4.6. Review the Program's MRV requirements and approved methodologies to report GHG emissions reduced or avoided, according to the requirements of the approved methodologies for the Program.
- 4.7. Determine the most appropriate MRV system for estimating GHG emissions avoided or reduced on an annual basis at the bio-business level, considering the approved methodologies and international standards for reporting and verification.
- 4.8. Support IDB's executing entities and teams in the implementation of the MRV system of GHG emissions avoided or reduced throughout the consultancy. This will include support the teams for Q&A,

recommendations on the MRV system and the revision of GHG emissions avoided or reduced reported by IDB Operations. It is expected that the consultancy firm will have to review the calculations of GHG emissions avoided or reduced of approximately 500 biobusinesses for APR 2025 and 1,000 for APR 2026 to ensure compliance with the methodology.

- 4.9. Compile the information linked to the projects to produce the APRs and to build a unified database with all reported GHG emissions reduced or avoided at the biobusiness level.
- 4.10. Work sessions with the IDB team as necessary.
- 4.11. Processing and integration of project-level information and drafting of the reports in English.
- 4.12. Incorporate adjustments to include comments that may arise from the review of the reports by IDB technical teams.
- 4.13. Develop the activities described without prejudice to carrying out any other activity that may arise during the execution of this consultancy and that will be necessary to achieve the detailed objective.

## **5. Expected Outcome and Deliverables**

- 5.1. Deliverable 1: Work Plan.
- 5.2. Deliverable 2: APR 2024 templates at project-level completed.
- 5.3. Deliverable 3: Final APR 2024 and compiled excel sheet with the GHG emissions reduced or avoided per biobusiness, including the revision of a sample of reported estimations.
- 5.4. Deliverable 4: APR 2025 templates at project-level completed.
- 5.5. Deliverable 5: Final APR 2025 and compiled excel sheet with the GHG emissions reduced or avoided per biobusiness, including the revision of a sample of reported estimations.
- 5.6. Deliverable 6: APR 2026 templates at project-level completed.
- 5.7. Deliverable 7: Final APR 2026 and compiled excel sheet with the GHG emissions reduced or avoided per biobusiness, including the revision of a sample of reported estimations.

## **6. Project Schedule and Milestones**

- 6.1. Deliverable 1: 5 days after signing the contract.
- 6.2. Deliverable 2: 15 days after signing the contract
- 6.3. Deliverable 3: 45 days after signing the contract
- 6.4. Deliverable 4: 12 months after signing the contract
- 6.5. Deliverable 5: 14 months after signing the contract
- 6.6. Deliverable 6: 24 months after signing the contract
- 6.7. Deliverable 7: 26 months after signing the contract

## **7. Reporting Requirements**

- 7.1. All reports and deliverables must be sent to the Bank in an electronic file, in Word, Excel or Power Point, or other format subsequently agreed between the parties.

## **8. Acceptance Criteria**

- 8.1. Each deliverable will be sent to the IDB Project Team Leader. Acceptance must be received before a

milestone is considered completed. Acceptance will be made formally, by email, and will not exceed fifteen (15) days after receipt.

## 9. Other Requirements

- 9.1. For the development of this consultancy, a consulting firm with a minimum of 5 years of experience in guiding international organizations, preferably MDBs, in the monitoring and evaluation of climate change adaptation and mitigation projects in Amazonia context. The firm must have extensive experience in Green Climate Fund (GCF) projects, particularly in Annual Performance Reports (APRs) and outcome evaluation reports. The firm should present a team of professionals with proven experience in the field at the national and international level and familiar with the work of multilateral organizations and international cooperation agencies in Amazonian countries.
- 9.2. The firm must demonstrate that it has the key personnel, support staff and technologies. The firm's experience in similar projects will be an asset.
- **Project Manager:** Team leader with at least 10 years of experience international development projects, as well as in monitoring and evaluation of climate projects.
  - **Climate Finance specialist** with at least 10 years of experience in climate change projects with adaptation and mitigation results.
  - **Specialist in Monitoring & Evaluation in development or climate projects** with at least 10 years of experience, particularly with international organizations.
  - **Specialist in Environmental and Social Safeguards** with focus on gender and diversity.
  - **Specialist in calculation of carbon emissions** for climate projects with mitigation and adaption results.

## 10. Supervision and Reporting

- 10.1. Technical supervision will be provided by the Amazon Coordination Unit (CSD/ACU). It is the firm's responsibility to ensure that meetings are conducted and reports are submitted to the IDB.

## 11. Schedule of Payments

- 11.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
<i>Deliverable</i>	<i>%</i>
1. Deliverable 1	10%
2. Deliverable 2	10%
3. Deliverable 3	20%
4. Deliverable 4	10%

5. Deliverable 5	20%
6. Deliverable 6	10%
7. Deliverable 7	20%
<b>TOTAL</b>	<b>100%</b>