



Multidisciplinary Consultant Team for Green Climate Fund Proposal Development

REQUEST FOR PROPOSAL

*The Nature Conservancy
4245 North Fairfax Drive, Suite 100
Arlington, Virginia 22203-1606*

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CONFIDENTIAL

Disclose and distribute solely to employees of The Nature Conservancy needing to know, and to potential Contractors.

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1.0 Introduction and Overview

1.1 Statement of Purpose

It is the intention of The Nature Conservancy (“Conservancy” or “TNC”) to solicit Proposals for the provision of a **Multidisciplinary Consultant Team for Green Climate Fund (“GCF”) Proposal Development**. Those receiving this Request for Proposal (“RFP”) are referred to as “Contractor”.

The Conservancy has offices in over 79 countries globally. Our mission is to conserve the lands and waters on which all life depends. Please visit www.nature.org for more information on the Conservancy activities and where we work.

1.2 The Conservancy’s Procurement Process

Procurement activities will be conducted without discrimination, with Contractors given fair treatment.

The Conservancy reserves the right to reject any or all offers for any reason, waive technicalities, and pursue purchasing in a manner that is in the organization’s best interest.

1.3 Conservancy's Obligations

The Conservancy incurs no obligation or liability because of the issuance of this RFP or action by anyone relative to it.

1.4 Contractor's Obligations

The Contractor must respond to all sections of this RFP and provide sufficient information to allow the Conservancy to evaluate the Proposal. By submitting its proposal, the Contractor agrees that any costs incurred by them in responding to this RFP are the Contractor’s responsibility and may not be billed to the Conservancy.

If the Conservancy has any confusion or difficulty retrieving information from a Contractor’s proposal, the Conservancy may seek written clarification from the Contractor. Unless requested by the Conservancy, the Contractor will not be allowed to resubmit their proposal to the Conservancy.

The Contractor shall not use the names, logos, images, or any data or results arising from the anticipated contract for advertising without the Conservancy's prior written consent.

1.5 Proposal Pricing Structure

The Conservancy requests *firm-fixed pricing structure* for this assignment. If a Contractor is selected for contract award and additional costs are presented during the contract negotiations or implementation, the Conservancy has the right to reject that Contractor.

Please refer to the definition below:

- **Firm-Fixed Price:** *The Contractor agrees to deliver a specific product or service at a pre-determined price, i.e., the price remains constant, regardless of the actual costs incurred by the Contractor. Payments will be made upon approval of intermediate and final Deliverables on a payment schedule agreed to by TNC and the Contractor.*

NOTE: Contractor travel will be budgeted separately from the Deliverables at either a fixed-price or cost-reimbursable pricing structure as agreed upon by TNC and the Contractor.

1.6 Contractor Submission Requirements

All proposal responses will follow the instructions indicated in **Section 3** and **Section 4** of the RFP. Contractors may insert hyperlinks to their website or online documentation as part of their response to reduce the size of their proposals. Such hyperlinks must go directly to the information required, and Contractors must include which section on their website it can be found.

1.6.1 Contractor Confirmation of Intent to Participate

Upon receiving the RFP packet, Contractors must submit their confirmation of intent to participate in this procurement process through the email address, GlobalPFP@tnc.org (attn: Dionyssa Campbell) before the date and time indicated in **Section 1.10** of the RFP. Providing notification of intent to participate via email allows TNC to share responses to inquiries with all Contractors submitting proposals.

1.6.2 Nature of Proposals

All material submitted in response to this RFP will become the property of the Conservancy and may be returned only at the option of the Conservancy and at the expense of the Contractor.

1.6.3 Contractual Commitment of Proposal

The contents of submitted Proposals will be considered obligations of the successful Contractor. **By submitting a response to the RFP, Contractor attests that they are available for the duration of the requested Services from January 2026 to January 2027.** Contractors should ensure that their proposals are valid throughout the RFP process and, if selected for contract award, valid until the contract is executed. Contractors should not submit information that will not be incorporated into the Proposal and any contract that may result from such Proposal. If there is any inconsistency between the terms herein and any other Conservancy contract documents, the other Conservancy contract document terms shall prevail.

1.6.4 Submission of Contractor's Queries on the RFP

All Contractor queries must be submitted to the TNC's Procurement Contact through the email address, GlobalPFP@tnc.org (attn: Dionyssa Campbell). It is the Contractor's responsibility to seek clarification if they do not fully understand or may be interpreted in more than one way.

It is the Conservancy's policy to avoid situations that:

- Place it in a position where its judgment may be biased;
- Create an appearance of conflict of interest concerning rendering an impartial, fair, technically sound, and objective decision before selection; or
- Give an unfair competitive advantage to competing Contractors.

Therefore, to ensure an ethical and transparent procurement process, all inquiries or other communications regarding this RFP shall ***exclusively be directed*** to the TNC's Procurement Contact listed above. Responses to Contractor queries received will be shared by email with all Contractors. However, the Conservancy is not required to answer all questions that are not pertinent to the RFP or considered to be the Conservancy's proprietary information.

If the Contractor or its affiliates, officers, employees, agents, consultants, and subcontractors violate these restrictions, they will be disqualified from the RFP and their proposal rejected.

1.6.5 Proposals Submission

Contractors must submit their proposals through GlobalPFP@tnc.org (attn: Dionyssa Campbell) on or before the submission due date and time indicated in **Section 1.10** of the RFP. Any proposal received after the specified date and time will be disqualified from proceeding to the evaluation stage.

If the Contractor experiences any issues sending their proposals, they should contact GlobalPFP@tnc.org (attn: Dionyssa Campbell). TNC will not accept hardcopy proposals for this RFP.

1.7 Evaluation Process

The Conservancy's evaluation process is based on a confidential scoring method involving ratings and weighted scores that will not be shared with the Contractors. In general, the Proposals will be evaluated based on the following evaluation criteria:

- Contractor's demonstrated ability to meet minimum required experience as indicated in **Section 2.2.1** of the RFP
- Collective qualifications and experience of the proposed Collective Team of Consultants as outlined in **Section 2.2.2** of the RFP
- Qualifications and experience of the Individuals in the proposed Consultant Team outlined in **Section 2.2.3** of the RFP
- Overall quality and relevance of the proposals and prior experience including:

- Contractor's experience in similar assignments
- Proposed methodology and work plan
- Interview/presentation criteria
- Competitiveness of the Financial Proposal (pricing) from **Section 3.ii.** of the RFP

The Conservancy will evaluate Contractor proposals in 3 (three) stages:

1.7.1 Stage 1: Technical and Financial Proposal Evaluation

A Technical Proposal refers to a Contractor's proposed resolution to the assignment that includes a detailed description of the proposed approach, the requirements, and the resources needed to implement the proposed solution, among others.

The Conservancy will evaluate and compare all Contractors' Technical and Financial proposals against **Sections 2–4** of the RFP, using the evaluation criteria set above, and shortlisted Contractors will proceed to Stage 2.

1.7.2 Stage 2: Interviews/Presentations

Stage 2 will be the interview/presentation session on the Contractor's offered proposals, where the Contractor and the Conservancy can ask clarifying questions while reviewing the Contractor's proposal during the interview/presentation.

The Conservancy, at its discretion, may share any knowledge or data discussed during the presentation that is not considered confidential or proprietary to either party, but will be beneficial for all participating Contractors that make it to this stage. TNC will shortlist the final Contractors to proceed to Stage 3.

1.7.3 Stage 3: Negotiations Stage

The Conservancy will clarify any additional assignment requirements and may allow the Contractor to revise their Financial Proposal based on the negotiated terms. The Conservancy reserves the right to review and negotiate further pricing before selecting a Contractor for contract award.

Contractor shall review the clauses and indicate whether they "accept" or "accept with revision". If any are "Accepted with Revision", Contractors are required to send those revisions in a red-line format as part of the Technical Proposal submission. Final Contractual Terms may vary slightly based on the selected Contractor's geography.

NOTE: A contract award is not finalized until both parties mutually accept and sign the contract in writing. Suppose neither the Conservancy nor the Contractor reaches an agreement, the Conservancy reserves the right to rescind the award notification and either begin discussions with the second-ranked qualifying Contractor, restart the RFP process, or terminate the project.

1.8 Contractor Notification of Evaluation Outcome and Contract Administration

Successful and unsuccessful Contractors will be notified of the evaluation outcome in writing via email. The Conservancy shall not be obligated to provide specific details of any of the scores

or results of the evaluation. If selected for contract award, the Contractor will begin contract administration with TNC's Contracts Specialist and Project Team.

1.9 Required Forms, Screening and Certificate of Insurance

In addition to the signed and completed forms from **Section 4** of the RFP, the Contractor shall provide a copy of its current certificate of insurance showing the types and limits of business insurance in effect as of the Proposal submission date. If selected for contract award, the Contractor will then be required to add the Conservancy to its certificate of insurance before signing the contract. Additional screening(s) may be required dependent upon the requested Services of this RFP and the content of the Contractor's Proposals (e.g. TNC's Artificial Intelligence Review and Security Privacy Review).

1.9.1 Artificial Intelligence (AI) Disclosure

Contractor must complete the AI disclosure from **Section 4 Appendix F** of the RFP and disclose the intent to use Artificial Intelligence Technology in the performance of the Services and/or creation of the Products or Deliverables. Contractors using AI will be subject to TNC's Artificial Intelligence Review.

Definition

"AI Technology" includes any and all machine learning, deep learning, and other artificial intelligence ("AI") technologies, including statistical learning algorithms, models (including large language models), neural networks, and other AI tools or methodologies, all software implementations of any of the foregoing, and related hardware or equipment capable of generating various types of content (including text, images, video, audio, or computer code) based on user-supplied prompts.

1.9.2 Security and Privacy Review (SPR) Questionnaire

Contractor must complete the SPR Questionnaire from **Section 4 Appendix G** of the RFP. Shortlisted Contractors will be subject to TNC's complete Security Privacy Review due to the nature of the data collection being performed as part of the requested Services.

1.10 Key RFP Timelines

The dates for each RFP requirement are as follows:

| Event | Date | Time and Zone |
|---|---------------------------------|---|
| Contractor's email confirmation of intent to participate. | Friday, November 21, 2025 | 9:00pm US Eastern Standard Time (US EST) 2:00am Universal Time |

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| Event | Date | Time and Zone |
|--|--|---|
| | | Coordinate (UTC) |
| Contractor submits any clarification queries | Friday, November 21, 2025 | 9:00pm US EST 2:00am UTC |
| The Conservancy's Response to Supplier's Queries | Wednesday, November 26, 2025 | 9:00pm US EST 2:00am UTC |
| Proposal Due Date - UPDATED (with signed and completed forms from Section 4 of the RFP) | Wednesday, December 10, 2025 | 6:00am US EST 11:00am UTC |
| Scheduling of Contractor Interviews/Presentations | Monday, December 15, 2025 – Tuesday December 16, 2025 | Invitations for interviews to be sent via email on these days |
| Contractor Interviews/Presentations | Wednesday, December 17, 2025 – Thursday, December 18, 2025 | As scheduled and agreed to by email invitation |
| Negotiation Phase | Friday, December 19, 2025 | |
| Selection of Contractor for contract award | Friday, December 19, 2025 | |
| Contract Administration | Monday, December 22, 2025 – Monday, January 19, 2026 | |
| TNC Artificial Intelligence (AI) Review (if applicable) | During Contract Administration | |
| TNC Security and Privacy Review (SPR) | During Contract Administration | |
| Project Initiation | Monday, January 19, 2026 | |

2.0 Project Background

TNC's *Protect Business Unit* is seeking a Contractor to provide proposal development services (the "Services") to assist in TNC's application for public funding from the Green Climate Fund.

For detailed Project Background, please see pages 3-4 of the attached Terms of Reference ("ToR") from **Section 5** of the RFP.

2.1 Assignment Scope of Work

For detailed Scope of Work and required Activities, please see Section 2 *Scope of Work* (pgs. 4-13) from the attached Terms of Reference included in **Section 5** of the RFP. The activities outlined in Section 2 of the attached ToR will provide analyses, stakeholder consultations and other deliverables required for a comprehensive funding proposal aligned with GCF standards and priorities.

The objectives of this assignment are to:

- i. Conduct preparatory and contextual analyses, including baseline studies, feasibility studies, and assessments.
- ii. Undertake stakeholder consultations, environmental and social safeguards and gender assessments, and prepare environmental and social management framework and gender action plan for the project.
- iii. Formulate the Funding Proposal package for GCF submission.

2.1.1 Assignment Assumptions

Upon notification of the awarded contract, TNC and Contractor will work together to finalize the contract and implement the assignment based on the following assumptions:

- The Contract will be 12 months in duration with the objective of submitting the proposal to GCF by August 2026. This date is only subject to change by approval from TNC.
- Proposal development services will rely on GCF project preparation facility funding and must remain within the original budget approved by the GCF.
- Contractor will be required to coordinate/work with separately contracted local consultants who will contribute specific deliverables to the proposal package.

2.2 Qualifications and Experience

2.2.1 Mandatory Minimum Requirements for the Contractor

The Contractor will be required to demonstrate they have an adequate and sufficiently experienced team in the areas outlined in the Terms of Reference in **Section 5** of the RFP. For specific Required Technical Qualifications, see **Section 3 Team Composition and Qualifications** (pgs. 13-14) of the attached ToR.

2.2.2 Demonstrated Prior Experience of the Collective Multidisciplinary Team

The consultant team should be multidisciplinary and collectively demonstrate expertise in the areas as outlined in **Section 3 Team Composition and Qualifications** (pgs. 13-14) of the attached ToR.

2.2.3 Qualifications and Experience of Individuals from the Multidisciplinary Team

In addition to the Team's collective qualifications and experience, the Contractor should summarize each team members' individual experience and qualifications and how they meet the requirements outlined in **Section 3 Team Composition and Qualifications** (pgs. 13-14) of the attached ToR.

3.0 Proposal Format

The Contractor's proposal will be submitted as either a PDF or Word document in line with the two-part submission below:

- i. Technical Proposal
- ii. Financial Proposal

NOTE: Please omit all pricing information from the Technical Proposal. Include pricing information only in the Financial Proposal.

Please refer to the guidance provided in the table below:

| Proposal | Requirement | Content |
|--------------------|--|---|
| Technical Proposal | Executive Summary | <ul style="list-style-type: none"> Provide an overview of the organization/business and, if applicable, details of the parent and subsidiary organizations. |
| | Contractor's Response to the Scope of Work | <ul style="list-style-type: none"> Detailed, thorough solutions (proposed methodology and techniques) to the requirements listed in Section 2 of the RFP and; Workplan/implementation plan including number and roles of proposed staff and project deadlines |
| | Pre-qualification (Mandatory) requirements | <ul style="list-style-type: none"> Contractors must demonstrate that they meet the mandatory requirements indicated in Section 2.2.1 of the RFP. |
| | References | <ul style="list-style-type: none"> The names of at least three client organizations (preferably other nonprofit or government organizations besides TNC) to whom similar services were provided. This should include: <ul style="list-style-type: none"> Telephone numbers, e-mail addresses, name, and designation of the point of contact; and Dollar value, type of contract, duration, and description of similar goods and/or services provided. |
| | List of Current or Prior TNC Contracts | <ul style="list-style-type: none"> A brief description of the services provided includes: <ul style="list-style-type: none"> The dollar value and duration; |

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| Proposal | Requirement | Content |
|----------|---|--|
| | within the last 3 years (if applicable) | <ul style="list-style-type: none"> • The TNC employee contact person (name, designation, telephone number, and e-mail address); and • Whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was not exercised. |
| | Subcontractors | <ul style="list-style-type: none"> • Provide a complete list of all subcontractors that will work on the Contract if the Contractor is selected for contract award; • A Letter of Intent describing a complete description of the duties each subcontractor will perform and why/how each subcontractor was deemed the most qualified for this project; and • Signed Conflict Interest Forms (Appendix B) and Non-Disclosure Agreement (Appendix A) from all participating subcontractors. These should be submitted together with the Technical Proposal submission. |
| | Legal Action Summary | <ul style="list-style-type: none"> • A statement as to whether there are any outstanding legal actions or potential claims against the Contractor and a brief description of any action taken; • A brief description of any settled or closed legal actions or claims against the Contractor over the past five (5) years. This should include the court, case name, complaint number, and a brief description of the final ruling or determination; and • In instances where litigation is ongoing and the Contractor has been directed not to disclose information by the court, provide the name of the judge, court, and the location of the court. |
| | Required Forms and Certificates | <ul style="list-style-type: none"> • Include signed and completed forms and/or required certificates from Section 4 of the RFP Appendix A - Appendix G. Include the Appendices as part of the Technical Proposal. |

| | | |
|--------------------|-----------------|---|
| Financial Proposal | Costs Breakdown | <ul style="list-style-type: none"> • The Proposal shall contain all costs associated with this assignment, including remuneration of Key and Non-Key Personnel and any reimbursable costs; and • The Proposal should include a commonly accepted method to prove its fiscal integrity. The Contractor may submit independently audited financial statements, such as the Profit and Loss statement and Balance Sheet, for the last two (2) years. |
| | Payment Terms | <ul style="list-style-type: none"> • TNC's applicable payment terms are net 30 (calendar days) |

| Proposal | Requirement | Content |
|----------|-------------|---|
| | Currency | <ul style="list-style-type: none"> The Financial proposal shall be in the United States Dollar (USD) |
| | Taxes | <ul style="list-style-type: none"> The Contractor, its sub-consultants, and Experts are responsible for identifying the applicable taxes for this assignment as well as meeting all tax liabilities arising from this assignment; and The Contractor shall break down all the applicable taxes related to the assignment. |

4.0 RFP Appendices

Instructions: As a part of the Technical Proposal, Contractor must include signed and completed forms and/or required certificates from each of the Appendices: **Appendix A - Appendix G**.

4.1 Appendix A: Mutual Non-Disclosure Agreement

Instructions: Contractor must complete and sign the mutual NDA. Return to TNC as part of the Technical Proposal.

[Link to Download Appendix A: Mutual NDA](#)

[end of Appendix A instructions]

4.2 Appendix B: Conflict Inquiry Form

Instructions: Contractor must complete and sign the Conflict Inquiry Form. Return to TNC as part of the Technical Proposal.

[Link to Download Appendix B: Conflict Inquiry Form – For Profit Organizations](#)

[Link to Download Appendix B: Conflict Inquiry Form – Non-Profit Organizations](#)

[end of Appendix B instructions]

4.3 Appendix C: TNC's Standard Clauses

Instructions: TNC requires a set of clauses to be incorporated into any agreement executed with Contractors. Contractor shall review the clauses and indicate whether they “accept” or “accept with revision”. If any are “Accepted with Revision”, Contractors are required to send those revisions in a red-line format as part of the Technical Proposal submission. Final Contractual Terms may vary slightly based on the Contractor’s geography.

[Link to Download Appendix C: TNC's Standard Clauses](#)

[end of Appendix C instructions]

4.4 Appendix D: Certificate of Insurance

Instructions: Contractor shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Proposal submission date, the Contractor will then be required to add the Conservancy to its certificate of insurance before signing the contract. Please state presence or absence of Insurance in this section and include the Certificate of Insurance as Appendix D for the Technical Proposal.

[Link to Download Appendix D: Certificate of Insurance](#)

[end of Appendix D instructions]

4.5 Appendix E: IRS W9 or W8 Form

Instructions: Please complete and sign the IRS W9 Form (US-based Contractors) or IRS W8 Form (Contractors based outside the US). This form is required for TNC in order to meet US Internal Revenue Service (IRS) tax reporting requirements. The Nature Conservancy must gather certain information about its vendors and must maintain this documentation in a way that can be examined by the IRS. Return Appendix E as part of the Technical Proposal.

[Link to Download Appendix E: IRS W8 Form](#)

[Link to Download Appendix E: IRS W9 Form](#)

[end of Appendix E instructions]

4.6 Appendix F: Artificial Intelligence Disclosure

Instructions: Contractor must complete the AI disclosure and disclose the use Artificial Intelligence Technology in the delivery of the assignment (e.g. performance of the Services, creation of the Products and/or Deliverables, etc.). Contractors using AI will be subject to TNC's Artificial Intelligence Review. Return Appendix F as part of the Technical Proposal.

Will Contractor use Artificial Intelligence in the delivery of the assignment? (yes/no)

If yes, Contractor is required to respond to additional requirements if using Artificial Intelligence.

If no, Contractor to indicate "No" response and include with Appendix F as part of the Technical Proposal.

[Link to Download Appendix F: Artificial Intelligence Disclosure](#)

[end of Appendix F instructions]

4.7 Appendix G: Security and Privacy Review Questionnaire

Instructions: Contractor must complete the SPR Questionnaire. Prospective Contractors will be subject to TNC's complete Security Privacy Review due to personal data collection being performed as part of the requested Services. Additional screening may be required. If requirements are not met, recommendations may be made so that Contractor's technology meets the minimum requirements before contract is award and/or Services commence. Return Appendix G as part of the Technical Proposal.

[Link to Download Appendix G: Security and Privacy Review Questionnaire](#)

[end of Appendix G instructions]

5.0 Terms of Reference: Project Preparation Activities for Climate Resilient Enduring Earth for Botswana and Guatemala (CREE-BG)

[Link to Download Terms of Reference](#)

6.0 Concept Note: Climate Resilient Enduring Earth for Botswana and Guatemala (CREE-BG)

[Link to Download Concept Note](#)