
World Economic Forum

REQUEST FOR PROPOSAL FOR
DUE DILIGENCE KNOWLEDGE
MAINSTREAMING AND
PRODUCER PARTNERSHIP
'PROOF OF CONCEPT'
DEVELOPMENT UNDER A
'SMART MIX' OF MEASURES
APPROACH

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1. Introduction and context

European Union deforestation-free policy

In July 2019, the European Commission adopted an [EU Communication on Stepping up EU action to protect and restore the world's forests](#), setting out five priorities:

- Reduce the footprint of EU consumption on land and encourage the consumption of products from deforestation-free supply chains in the EU;
- Work in partnership with producer countries to reduce pressures on forests and to "deforest-proof" EU development cooperation;
- Strengthen international cooperation to halt deforestation and forest degradation, and encourage forest restoration;
- Redirect finance to support more sustainable land-use practices;
- Support the availability and quality of information on forests and commodity supply chains, the access to that information, and support research and innovation

To address the first priority set up by the communication, the Commission developed a proposal for a regulation on deforestation-free products to halt EU driven-global deforestation. In November 2021, the [Commission published the regulation draft](#), providing hindsight on the level of impact its implementation can have on the trade of key agricultural commodities associated with deforestation, including cocoa and palm oil among others.

At this stage the proposed regulation has been reviewed by the European Council and by the European Parliament's Environment, Public Health and Food Safety Committee. A final vote from the European Parliament is expected in September 2022, which will then lead to a 'trialogue' process that will derive the final version for an EU regulation on deforestation-free products.

TFA, alongside its partners, has been actively engaged in the debate, both around the communication and the more specific regulatory proposal. It has been doing so by promoting knowledge generation, sharing and fostering an enabling environment for shared perspectives and collective engagement with EU policy makers under a ['Smart Mix' of measures approach](#).

In summary, TFA's approach has centered on:

- Building and sharing knowledge
- Mainstreaming awareness
- Increase awareness of the upcoming regulation with a broad multistakeholder community
- Engaging policy makers around the ['Smart Mix' of measures position paper](#)
- Create space for dialogue with key policy makers.
- Creating technical assets
- Developing concrete technical input on producer partnerships, transparency pathways and due diligence guidance for the industry.
- Linking demand-side measures with supply-side measures

This specific request for proposal (RFP) is an invitation to submit proposals for the provision of consultancy services in relation to:

- Increase awareness of the upcoming regulation with a broad multistakeholder community
- Developing concrete technical input on producer partnerships, transparency pathways and due diligence guidance for the industry.

Africa commodities initiative

In 2016, as a result of a process fostered by TFA, Ministers and high-level representatives from seven countries in West and Central Africa signed the 'Marrakesh Declaration for Sustainable Development of the Palm Oil Sector in Africa', setting up the [African Palm Oil Initiative \(APOI\)](#) as its private-public delivery mechanism to mobilize investment under principles of sustainability, transparency and the protection of forests and human rights as contained in the Declaration.

[Five years later at CoP26 in Glasgow](#), together with three additional countries that have joined the effort, Ministers re-affirmed commitment and highlighted progress related to policy development, protecting natural heritage and biodiversity, protecting the rights of Indigenous peoples and local communities, and supporting smallholder livelihoods.

More importantly, the ten APOI partner countries¹ – which account for 75% of Africa's forests – committed to updating the Declaration by CoP27, incorporating other high-forest risk commodities and transforming the platform into a 'African Commodities Initiative' (ACI) that serves as conduit for technical expertise, capacity building and financial support under a 'cross-commodity' focus and approach. Aim is for region to be up to the challenge of enhancing supply-measures and develop capacity cost-effectively that assure deforestation-free productivity while adapting adapt effectively to upcoming demand side measures and requirements.

2. Services requested

2.1. Purpose of this Request for Proposal

As the regulatory proposal gets discussed within the EU, TFA considers strategic and valuable to develop information exchange processes that allow stakeholders in the upstream of supply chains to understand implications and help evaluate, design and/or test appropriate instruments and mechanisms that contribute to their own policy development and adoption.

The purpose of this RFP is to solicit proposals that help foster conditions for a constructive evolution of both demand and supply side measures as to assure deforestation gets effectively

¹Cameroon, Central African Republic (CAR), Côte d'Ivoire, Democratic Republic of Congo, Edo State (Nigeria), Gabon, Ghana, Liberia, Republic of Congo and Sierra Leone

tackled at source. Approach focuses on two topics prioritized by the EU WG: due diligence and producer partnerships, and one geography as defined by the scope of APOI/ACI.

On due diligence. Purpose is to mainstream knowledge on the EU deforestation-free regulation draft and its implications amongst APOI/ACI country platforms and key local stakeholders. Specifically on appropriate instruments for supply chain mapping and risk assessment, mitigation, and monitoring (e.g.: mandatory national standards, supply chain management systems, landscape and jurisdictional approaches, traceability and forest monitoring systems) that can help build capacity and accompany responses to the due diligence legislation/regulation, so stakeholders that need to modify their behavior to comply with it can do so in a cost-effective manner.

On producer partnerships. Aim is to generate a 'proof of concept' blueprint for enhancing producer partnerships linked to Central Africa APOI/ACI countries that demonstrates how many of the enabling conditions to support the production of commodities in ways that do not drive deforestation or negative impacts on other ecosystems, can be developed and take place.

2.2. Scope of work

The supplier will provide the Tropical Forest Alliance with a structured proposal for developing i. a due diligence knowledge mainstreaming process; and ii. a 'proof of concept' blueprint for enhancing producer partnerships, between September 2022 and March 2023. Effort will help demonstrate and provide evidence for supporting the concepts outlined in the 'Smart Mix' of measures developed by TFA, as well as contribute to their adoption, policy development and future implementation via strategic partnerships, alliances, and collaboration schemes. The supplier is to work in alignment with the TFA Secretariat based in Geneva.

2.3. Description of the Deliverables

- I. Mainstreaming knowledge on the EU deforestation-free regulation draft and its implications amongst APOI/ACI country platforms and key local stakeholders through a series of tailored technical dialogues:
 - a. Design and implement tailored dialogues (3 dialogues) oriented to mainstream application of best available sector specific guidance.
 - b. Within tailored dialogues and appropriate/strategic discussions, mainstream knowledge related to the OECD-FAO practical business tool on deforestation, forest degradation and due diligence in supply chains, and.
 - c. Target dialogues to producer associations/representatives, importers/exporters, manufacturers, EU government representatives, and civil society, involved in cross-commodity processes and/or capable of enhancing cross-commodity approaches.
 - d. Generate and share draft and tailored technical guidance that serve as pre-readings and discussion for the technical dialogues.
 - e. Generate a technical recommendation document incorporating main findings captured from technical dialogues.

- II. Development of a 'proof of concept' blueprint for enhancing producer partnerships² building from a tailored exercise on a leading Central Africa country:
- a. Building on relationships and strategies developed by APOI/ACI regional and national platforms engage key Central Africa countries national platforms to express interest and commitment for development of producer partnership strategies.
 - b. For a key Central Africa country engaged in APOI/ACI, conduct a country level rapid assessment on national policy and legal framework as to identify which elements poses risks to compliance with EU regulatory requirements on deforestation.
 - c. Building from the assessment, develop and implement a multi-stakeholder participation process (3 dialogues) that assures participation of local non-governmental organizations (NGOs), communities, Indigenous Peoples, and small-scale farmers in the development of and enforcement of national policy and legal frameworks that can enhance producer partnerships.
 - d. Identify and outline monitoring instruments that can help assure effective traceability within parameters set up by the rapid assessment.
 - e. Identify and outline trade incentives and technical and financial support that can be tied up to effective development of the roadmap. within parameters set up by the rapid assessment.
 - f. Based on the information collected, assessed, and discussed with multi-stakeholders generate a 'proof of concept' blueprint blueprint for enhancing producer partnerships.
 - g. Set up and implement 1 workshop to present 'proof of concept' roadmap to APOI/ACI country platforms and stakeholders, with special focus on Central African governments, civil society, and local communities' representatives.

2.4. Vendor Requirements

- The supplier must have a proven track record of process design and dialogue facilitation, as well as of working with diverse stakeholder groups (government, private sector, and civil society).
- The supplier must have deep experience in tropical deforestation issues, commodity supply chains, demand side measures and supply side measures.
- The supplier must have expertise on EU policy processes related to deforestation-free market regulations.
- The supplier must have capacity and expertise on producer level engagement efforts in West and Central Africa. Familiarity with the APOI/ACI regional and national platforms is a plus.
- All proposals must show results achieved in similar prior experience.
- Must speak fluent English. Other European languages are helpful.

² Within EU regulation parameters under development.

3. Response requirements

3.1. Submission Instructions

For ease of response and evaluation, Suppliers are required to complete and submit all components of this RFP.

- Requested reference materials may be attached as Appendices. The World Economic Forum retains the right not to review any un-requested material
- Supporting information must be presented in the same order as the questions and must be referenced to the relevant question
- Questions must be answered in English
- Failure of a Supplier to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that the Supplier will not be invited to participate further in the procurement
- Suppliers are asked to provide one electronic copy of the response in a format compatible with Microsoft Word. It is the supplier's responsibility to ensure that the proposal and all other required documents are received at the e-mail address named in this document by the closing date specified.
- Responses will not be returned
- Participants need to address all information specified by this RFP. All questions must be answered completely. The World Economic Forum reserves the right to verify any information contained in the participants RFP response, and to request additional information after the RFP response has been received.
- Marketing brochures included must be submitted only as attachments and must not be used as a substitute for written responses. Nevertheless, suppliers should include any additional information that they think would help the Forum evaluate their proposal.
- Furthermore, the proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposed entity (see Proposal Submission Checklist below)

Proposals must include:

- A narrative describing previous experience in similar projects and answering the RFP Capability Questions in Section 2.4
- A description of methodology to be used
- A maximum of 15 pages total
- A pricing proposal following the requirements in Section 3.2

3.2. Pricing

- Proposals should be for a fixed price for the entire work, including all expenses and taxes, in Swiss Francs (CHF)
- Offers based on input-based pricing will not be considered
- Proposals will be evaluated on both total cost and on value-for-money

3.3. Forum Policies

The products/services proposed by the prospective supplier must be aligned with the values, principles and criteria set out in the Forum's [Sustainable Procurement Policy](#).

3.4. Procurement Key Activities and Dates

Suppliers are asked to provide the response by 15 August 2022 at 17.00 CET in electronic format to TFA@weforum.org. Targeted date for award on 19 August 2022. Expected completion date of all work is 15 March 2023.

Responses received after this time will not be considered.

4. Contract Award

4.1. RFP Evaluation Criteria

The Forum is looking for the most suitable partner and therefore will not simply select the economical most attractive bid or quotation, but rather use objective criteria to evaluate the best match for its demand. All supplier information provided as part of the RFP will be treated as confidential. The Forum's criteria include, but are not limited to the following key factors:

- Conformity with requirements
- Product and required service pricing
- Implementation approach
- Quality of services as well as quality assurance
- Geographical coverage
- Demand flexibility
- Company values

The Forum will not disclose the detailed results of the selection and scoring process and reserves the sole right to decide whether a proposal complies with the requirements of the RFP and to accept, reject or negotiate modifications of supplier's proposals.

5. Contact Points

5.1. Queries about the Procurement

Any questions about the procurement must be submitted by e-mail to TFA by August 10, 2022 at tfaprocurement@weforum.org. No other forms of communication or contact will be accepted. It is the World Economic Forum's practice to communicate any question or request

for clarification, with both the query and the response, in a suitably anonymous form, to all participating Suppliers. On a case by case basis if any information is deemed as confidential to a particular Supplier, this will be reviewed at the time it arises.

5.2. Points of contact

Suppliers are not allowed to contact any World Economic Forum personnel, such as management or other local contacts, regarding this RFP. Any such communication may lead to the proposal received being rejected.

It is expected that the supplier also provides the World Economic Forum with a single point of contact capable of answering questions related to this RFP on a global scale.

World Economic Forum Contacts

TFA Procurement team
tfaprocurement@weforum.org

6. Additional Information

6.1. Provided Information

This RFP contains information believed to be reliable at the date obtained but may not provide all the necessary or desirable information. Neither the World Economic Forum nor its employees or involved advisors, contractors or other representatives guarantee the completeness of these information. The document is intended solely for the information of the party to whom it is issued. All proposals will become the property of the Forum which reserves the right to use without limitations or liability for any ideas from the proposals.

The World Economic Forum reserves the absolute right to:

- Accept or reject any or all proposals
- Negotiate with any, all or no bidders
- Modify or cancel this RFP

It is the Bidder's responsibility to:

- Properly understand and examine the RFP
- Examine all other information available on reasonable inquiry relevant to the risks, contingencies and circumstances affecting its response
- Satisfy itself as to the completeness, correctness and sufficiency of its response

6.2. Confidentiality

The Invitation document is confidential. The Forum may update or revise the document or any part of it. The recipient acknowledges that any such revised or amended document shall be received subject to the same confidentiality undertaking. The Recipient will not disclose or discuss the contents of the document with any officer, employee, consultant, director, agent, or other person associated or affiliated in anyway with the World Economic Forum or any of its customers or suppliers without the prior written consent of the World Economic Forum.

6.3. Cost of Responding

All costs and expenses incurred by bidders in any way associated with the development, preparation, and submission of their responses to this RFP, including but not limited to attendance at meetings, discussions, presentations, demonstrations, etc. and providing any additional information required by the Forum will be borne exclusively by the bidder.

6.4. RFP Errors

Each recipient should notify the World Economic Forum of any error or discrepancy found in this document. Notification should be made to the contact found in proposal related details.

6.5. Liability

This invitation is not an offer by the World Economic Forum, but an invitation for responses. No contractual obligation on behalf of the Forum whatsoever exists from this process unless and until a formal contract is signed and executed by authorized people of the Forum and the select bidder.

7. About the World Economic Forum and the Tropical Forest Alliance

The World Economic Forum is the International Organization for Public-Private Cooperation. The Forum engages the foremost political, business and other leaders of society to shape global, regional and industry agendas. It was established in 1971 as a not-for-profit foundation and is headquartered in Geneva, Switzerland. It is independent, impartial and not tied to any special interests. The Forum strives in all its efforts to demonstrate entrepreneurship in the global public interest while upholding the highest standards of governance. Moral and intellectual integrity is at the heart of everything it does.

Our activities are shaped by a unique institutional culture founded on the stakeholder theory, which asserts that an organization is accountable to all parts of society. The institution carefully blends and balances the best of many kinds of organizations, from both the public and private sectors, international organizations and academic institutions.

The Tropical Forest Alliance (TFA) is a global multistakeholder platform focused on reducing commodity driven deforestation. Hosted by the World Economic Forum, the TFA works with over 160 public, private and civil society actors to catalyze high-impact partnerships to address the inherent tensions that exist to grow production while protecting the forests - public and private, producer and market, global and local, people and the forest frontier. The TFA operates regional platforms in Latin America, West and Central Africa, China and Southeast Asia. It is supported by the Governments of the Netherlands, Norway, Germany and the UK and the USA, as well as The Nature Conservancy, Partnerships for Forests, the Gordon and Betty Moore Foundation and the Cargill Foundation.