
World Economic Forum

**REQUEST FOR PROPOSALS:
TRENDS ACROSS KEY FOREST
RISK COMMODITIES &
IMPLICATIONS FOR THE FUTURE
OF FORESTS**

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1. Introduction and instructions

1.1. Purpose of this Request for Proposal

The purpose of this Request for Proposals (RFP) is to solicit proposals for a major research paper on trends across key forest risk commodities and their implications on the future of forests. Suppliers must have expertise in assessments, research, and report development on commodity-supply chains and tropical deforestation issues. This process will result in the selection of one supplier, who will be invited to enter a contracting phase for a specific and detailed scope of work subject to final fixed pricing. The request for proposal is open to consortium bidding; clear pertinence and added value are expected to be described in case a consortium is proposed.

The selected vendor will conduct relevant research to produce a report which will feed into a World Economic Forum report for publication in early 2021 and potentially be linked to the New Nature Economy Report series. The report will have two major areas of focus: i) past growth in demand for agricultural commodities and its impacts on forests over the last 20+ years; and ii) a look into future supply and demand trends and their impact on forests.

1.2. 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, as well as the Gordon and Betty Moore Foundation.

1.3. Supplier 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)

1.4. Procurement Key Activities and Dates

Suppliers are asked to provide the response by September 30, 2020 at 11pm CET in electronic format to TFA@weforum.org.

Responses received after this time will not be considered.

1.5. 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.

1.6. Queries about the Procurement

Any questions about the procurement must be submitted by e-mail to TFA by September 25, 2020 at TFA@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.

1.7. Proposal Submission Checklist

Proposals must include:

- A narrative describing previous experience in similar projects and answering the RFP Capability Questions in Section 2.6 as part of the narrative
- A description of methodology to be used
- A maximum of 15 pages total
- A pricing proposal following the requirements in Section 2.5

1.8. 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

Ornella Nicolacci
TFA Operations Lead
ornella.nicolacci@weforum.org

1.9. 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

1.10. 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.

1.11. 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.

1.12. 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.

1.13. 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.

2. Specifications

2.1. Requirements

- The supplier must have a proven track record of data collection through desk and field research, as well as compiling multiple forms of information and establishing connections in order to make sound recommendations and present innovative ideas
- The service provider must have deep experience in writing about sustainability from different perspectives including, but not limited to socioeconomic, geographical, environmental and sustainability, financial and governmental
- A strong understanding of commodity supply chains, tropical forests, food systems, trade flows, policy and their interconnection is a must
- Proposals must describe:
 - i. Proposed methodology, which must include list of existing key sources of information which the vendor plans to utilize
 - ii. Method of data collection for independent and new research
 - iii. How supplier intends to incorporate existing research into the report
 - iv. Its plans for project management of this major work and the qualifications of its project manager
- The vendor must be cognizant of sensitivities when gathering data to avoid alienating important stakeholders
- The supplier must have a proven track record of transparency and responsibility

- All proposals must show results achieved in similar prior experience

2.2. Scope of work

The general objective of the project is to take stock of where we stand at the end of 2020 in terms of global soft commodity production and trade and recent and projected impacts on forests and other key habitats. The work will entail conducting new research and extensive synthesis of existing research to produce a report that identifies i) key demand and supply trends for forest risk commodities with a strong focus on food trends; (ii) impacts on forests & other key habitats historically and looking forward; (iii) scenario planning for future outlook and key recommendations for the TFA community, and in support of related work for the Food Systems Initiative, going forward.

There are many sources of research which we would expect to be built on versus duplicating existing analysis. These reports include reports from: TFA, TRASE, Global Forest Watch, FOLU, INSPER, Risky Business, NYDF Assessment, New Nature Economy Series, WEF Future of Protein work etc.

Specific questions that should be included in the final report include:

1. An assessment/synthesis of the demand for key forest risk commodities, and their related byproducts, and role of international trade since 2000 and looking forward to 2050
 - a. Demand patterns for key forest risk agricultural commodities – cattle (beef & leather), soy (as major source of feed for livestock), vegetable oils (palm, soy), pulp & paper and specialty crops (e.g. cocoa, rubber)
 - i. Value drivers for regional demand patterns (e.g. food security, emergence of middle class, urbanization, cultural priorities, etc.)
 - ii. Absolute demand, and relative (e.g. demand relative to the corresponding total of these commodities)
 - b. The changing dynamics of demand by geography (e.g. rise of China/Asia, Africa) and end use (e.g. role of biofuel, food, cosmetics) and projected growth
 - c. Key trade relationships and implications of trade barriers today and moving forward
 - d. Role and share of major producers/traders/buyers by commodities, how consolidated market is, etc.
 - e. Potential of alternatives to fill or shift demand patterns
 - i. Where is substitution possible – e.g. alternative proteins, alternative oils, and how these substitutions might impact feedstock demand
2. An assessment & synthesis of key supply regions for forest risk commodities, growth in production and value to economy since 2000 and looking forward to 2050:
 - a. Commodity production trends for key forest risk commodities
 - b. Importance of domestic market vs export and international trade
 - c. Economic value to biggest producers – number of jobs, export revenues, share of GDP
 - d. Social value of commodity production - role in poverty alleviation or deepening inequality (where evidence exists?)
 - e. Role of key production landscapes – how concentrated is production within specific landscapes/jurisdictions in countries

- f. The role of value-add processing in key production landscapes (e.g. Brazil selling more meat and less feed)
3. An assessment of the combined supply and demand impacts of commodity production on critical forests and habitat from 2000 and looking forward to 2030
 - a. Trends for commodity production and forest loss laid out globally in recent GFW/TFA analysis and in more locally focused assessments (e.g. Daemeter study for TFA in SE Asia, MAPBIOMAS/CFA in LatAm)
 - b. Trends for deforestation hotspots where is deforestation increasing/decreasing
 - c. Comment on other drivers of forest loss
 - d. Comparison of habitat loss from commodity production over same period in Global North
 - e. Synthesis of historic and projected trends on biodiversity loss and contribution to climate change
 - f. An assessment of how consumers and governments from different geographies understand and relate their consumption of these commodities to forest loss
4. Scenario development – synthesis of workstreams 1-3 and development of plausible forward-looking scenarios for the future of commodity trade and forest/habitat impacts and how new policy and private sector interventions might shape those different scenarios (e.g. future of international trade, carbon market evolution, China engagement etc.)
5. High level recommendations on path forward for the TFA and World Economic Forum’s Food communities and to feed into high-level deliberations in 2021 – e.g. UN Food Summit, CBD COP15, COP26 etc.

The TFA Secretariat will form an Advisory Group to review and provide input to the successful consultant at key moments throughout the project. The WEF’s Food Action Agenda and Future of Protein Initiative will provide supporting advisory, input and review.

2.3. Description of the Deliverables

The service provider will submit to TFA:

1. An outline for the report which must include the components above and feature under each section:
 - a. List of existing sources of information to be integrated
 - b. Topics which require new research and an outline for the methodology to be used in order to collect this information
2. A preliminary report by early December to present to Advisory Group for challenge and input.
3. A final draft report in MS Word by end of January (flexible depending on progress) to present to Advisory Group for final steer.
4. A final report by end of February (flexible depending on progress) submitted in format that can be picked up the World Economic Forum editorial team to produce a major report.

2.4. Timeline

Proposals are due September 30, 2020 at 11pm CET and award will be made by mid-October. Expected completion date of all work is February-March 2020.

2.5. Pricing

- Proposals should be for a fixed price for the entire work, including all expenses and taxes, in Swiss Francs (CHF)
- Proposals should not exceed CHF 300,000 and must be presented using the template provided
- Offers based on input-based pricing will not be considered
- Proposals will be evaluated on both total cost and on value-for-money

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](#).

2.6. Capability Questions

World Economic Forum Capability Questions		
Ref	Activity	Capability Question
CAP001	Coverage	Please demonstrate your service coverage & expertise (relevant to this RFP)
CAP002	Coverage	Please demonstrate your geographic coverage (relevant to this RFP)
CAP003	Coverage	Please share concise examples of your transparency and responsibility (relevant to this RFP)
CAP004	Gender Equality	How do you promote gender equality within your organisation?
CAP005	Implementation	What would TFA and the Forum need to do to enable you to carry out the required services?
CAP006	Knowledge Sharing	In which way do you propose to keep TFA up to date on the latest research developments in the area of this RFP?
CAP007	Knowledge transfer	Please describe how you ensure knowledge transfer takes place both during and at the end of an engagement
CAP008	Quality & standards	Does your company operate a standard problem reporting and resolution procedure?
CAP009	Quality & standards	Please list the standards you currently have certification for (e.g. ISO9001, ISO14001) and provide the dates on which these were achieved
CAP010	Team	Please present your proposed team including bios
CAP011	Team	Which other clients have been serviced / are currently serviced by this team?
CAP012	Other	What special talents and expertise does your firm have which separates you from other top tier firms?

