



Climate Finance for Development Accelerator (CFDA)

Request for Proposals (RFP) # 2023-0009-RFP

Answers to Questions

Technical Proposal

1. Financial information data such as detailed expenses, investments, among others, is normally not public and open information, which would limit the analysis of some financial models. Considering this, is the analysis of financial models qualitative or quantitative?
The RFP calls for identification and a qualitative assessment of financing approaches and models that support not only improved climate adaptation and climate resilience of urban areas but also reduced GHG emissions and/or increased carbon sinks in tropical forests, paramos, mangroves, or other high carbon ecosystems.
2. Does CFDA have a set of priority cities, countries and/or critical biomes in mind for this work, or is it expected that the Offeror will conduct this prioritization during the inception phase?
No, priority locations have not been established. The subcontractor is expected to propose their methodology, based on their technical proposal, for identifying and documenting proven structures and approaches for financing nature-based solutions of at least three critical landscapes (tropical forest, paramos, mangroves, or others to be determined in collaboration with Chemonics and approved by USAID) in Deliverable 1.
3. What are the key audiences for this landscape analysis (e.g., specific USAID Missions)?
They key audiences for this landscape analysis of financing approaches are USAID Missions in Latin America and the Caribbean (LAC).
4. What are the key intended uses of the landscape analysis (e.g., provide recommendations on financial models to be supported by USAID Missions/USAID CFDA)?
The landscape analysis of financing approaches is meant to be used by CFDA, USAID Missions, and other donors and organizations engaged in climate finance as a tool to inform current and future climate finance interventions in Latin America and the Caribbean.
5. Who is the intended audience of this report?
See answer to question 3.
6. Upon completion of landscape and identification of promising solutions how does CFDA hope to act upon those learnings?
See answer to question 4.
7. What would be success for this project from CFDA perspective several months after completion?
Success would be to identify replicable and scalable financing models in high carbon ecosystems that support urban climate resilience, climate adaptation, and contribute to climate mitigation.

8. The focus of the activity is all of LAC but given the region's diversity and size, has CFDA or USAID identified higher priority countries and regions to focus on or will prioritization be part of exercise?
See answer to question 2.
9. Does CFDA have an ongoing perspective on the number of models/ approaches that should be highlighted in the report, or the number of case studies to study?
The subcontractor is expected to propose their methodology for identifying and documenting proven structures and approaches for financing nature-based solutions of at least three critical landscapes (tropical forest, paramos, mangroves, or others to be determined in collaboration with Chemonics and approved by USAID) in Deliverable 1.
10. Should the report focus on going deep into a prioritized number of models or present a larger number of models?
See Section II. Scope of Work for details on prioritization and considerations for this assessment.
11. Beyond the August 2024 deliverables and presentation are there any key meetings or milestones throughout the year offerors should be aware of and plan for?
Please review Section II.3. Deliverables for a complete list of deliverables and their descriptions and due dates.
12. How will learnings be disseminated more broadly beyond the virtual meeting?
Learnings from the landscape analysis of financing approaches will be presented at a series of virtual meetings with USAID staff in the Latin America and Caribbean region. CFDA may also work with the selected Offeror to develop additional materials and/or events through which to share findings with a broader audience, including CFDA's Climate Finance Investment Network.
13. Could you share how this research can cross-pollinate with other CFDA-funded activities underway in 2024?
Offerors are encouraged to visit www.climatelinks.org/projects/cfda to understand other CFDA activities currently underway and propose as part of their strategy opportunities to coordinate with, and/or build upon these existing initiatives.
14. Will USAID and CFDA make any introductions to local partners and potential sources of models or is it expected all outreach will be done by contracted entity?
It is expected that all identification and outreach be done by the subcontractor. CFDA will facilitate introductions whenever possible, but the subcontractor is responsible for identifying and sourcing information.
15. In regards to II.4 Geographic Focus will the activities need to include all countries in LAC where the USAID has programs or can we select where we have more understanding and presence on the matter?
Offerors do not need to include all countries in LAC but are expected to propose their methodology for identifying and documenting proven structures and approaches for financing nature-based solutions of at least three critical landscapes (tropical forest, paramos, mangroves, or others to be determined in collaboration with Chemonics and approved by USAID) in Deliverable 1.

16. Can we focus on specific countries?
The technical approach should respond to Section I.7.B. Technical Proposal. Offerors are expected to propose an approach to identify and document proven structures and approaches for financing nature-based solutions in the LAC region that are directly relevant to improving urban climate resilience.
17. Are there any desired minimum qualifications or desired positions for the key personnel, aside from the minimum level of language required? If so, what are the desired qualifications and/or positions?
No. Offerors are invited to propose up to three key personnel that fit the needs of their technical approach.
18. May offerors submit brief annexes to complement the technical proposal 20 slide deck?
No. CFDA will not review any additional information or annexes than those requested in the RFP. See a complete list in Annex 1. Cover Letter.
19. If presenting with other organizations as part of a partnership, can past experience and performance for named partners be taken into consideration in addition to the prime's experience and performance in the three past performance references?
Yes, however, 2 of the 3 past performance references included must be from the prime partner.
20. Can Chemonics please clarify the project timeline? In section II.2 and II.5, the RFP anticipates a "one year period of performance" while in section II.3 deliverable 5 is due August 31, 2024, 10 months after the anticipated award date, and deliverable 4 includes a semi-annual report on September 20, which would be outside of the program period with the dates mentioned.
The period of performance is one year from award of the subcontract.
21. Can offerors propose a variety of formats for deliverable 1?
Yes, but formats for Deliverable 1 should be compatible with Microsoft Word, Excel, or PowerPoint. The subcontractor must also submit a complete version in PDF.
22. Are there priority countries or a minimum of countries within the LAC region that Chemonics expects to see in the assessment?
See answer to question 2.
23. If presenting with partner organizations, is there any required information from the partners?
See Section I.4 Eligibility Requirements for details regarding presenting proposals as a member of a partnership. Only the prime organization must present the required certifications included in Annex 3 of the RFP, copy of registration or incorporation in the public registry, copy of tax registration, copy of trade license or equivalent document, and copy of the last 3 years of audited financial statements. This list is included in Annex 1 Cover Letter. If presenting a proposal with a consortium (or a member of a partnership), the cost will need to be explained as part of the breakdown of deliverable prices.
24. May offerors present four (4) past experiences/performances?
No. Offerors may only present three past performance references.
25. The RFP asks for "Three past performance references of similar work implemented within the past three years that best illustrate experience relevant to this RFP or similar activities." Based on the

previous, can Chemonics confirm whether these experiences could be from projects funded by organizations other than USAID?

Yes.

26. For the three past performance references, a table is provided and information about the client, contract/purchase order number, description of activities or work, date of work and cost in USD is requested.

To this end, it should be noted that by virtue of our policy and confidentiality commitments signed with our clients, we are not able to provide information about our clients without their authorization. However, in order to demonstrate experience in the last three years, we may submit experiences that provide sufficient information such as year and time of execution, type of organization and description of the project that allows Chemonics to have elements to validate our experience within the framework of confidentiality commitments with clients. Please confirm if we can present part of our experience in a sanitized manner.

Yes, offerors may present their past performance references in a sanitized manner if the references are bound by confidentiality agreements. Chemonics reserves the right to verify and, if applicable, request further information.

27. The RFP states that the “scope of work is intended to analyze and assess financial models and approaches related to nature-based solutions that contribute to urban climate mitigation and disaster resilience in the LAC region.” Taking into account the size and diversity of the LAC region, is there an estimated number of countries, cities or geographies that should be taken in consideration?

See answer to question 2.

28. The RFP mentions that the period of performance is one year, with expected deliverables throughout a year. Based in our experience, this project could be delivered successfully in significantly less time than a year. Could we submit a proposal with a workplan and a deliverables schedule to implement this project in less than a year?

Yes.

29. Is it correct that purchasing of solar PV panels and/or other parts of the solar PV system are not part of this grant funding proposal?

Solar PV panels nor parts of the solar PV system are not part of this RFP.

30. Could you provide more details on the specific objectives of the landscape analysis?

See Section II.2 Scope of Work for details on the specific objectives of this landscape analysis of financing approaches.

31. What are the expected outcomes and deliverables for this project?

See Section II.3 Deliverables for a detailed list of required deliverables.

32. Are there any specific eligibility criteria that organizations must meet to submit a proposal?

See Section I.4 Eligibility Requirements for a list of eligibility criteria.

33. Could you clarify the format, annexes, and content requirements for the proposal submission?

See Annex 1. Cover Letter for a list of required sections and their formats.

34. What is the expected timeline for this project, including key milestones and deadlines?
See Section II.3 Deliverables for a detailed list of required deliverables.
35. Are there any particular time constraints or preferred start dates?
The date of subcontract award is the start date.
36. How will proposals be evaluated and what criteria will be used to assess them?
See Section I.8 Evaluation and Basis for Award.
37. Are there any weighting factors for different aspects of the proposal?
See Section I.8 Evaluation and Basis for Award.
38. Are collaborations or partnerships with other organizations encouraged or required?
Collaborations or partnerships are not required. Offerors may present their proposals as a member of a partnership with other organizations should they deem necessary.
39. Is there any existing network or group we should be aware of in the context of this project?
No.
40. What are the reporting requirements during the project, and how often should progress updates be provided?
See Section II.3 Deliverables for a detailed description of deliverables including progress updates.
41. Could you clarify the preferred communication channels for project-related discussions?
Communication channels will be determined post-subcontract award.
42. Are there any examples of similar projects or initiatives that have been successful in the past?
See a list of examples under Section II.2 Scope of Work.
43. Can you provide references or contacts from organizations that have worked on similar projects with CFDA?
CFDA is managed by Chemonics International. Founded in 1975, Chemonics has worked in more than 100 countries around the global with a range of stakeholders. To learn more, visit:
<https://chemonics.com/what-we-do/>.
44. Are there any considerations regarding intellectual property or data sharing for the outcomes of this analysis?
Under FAR 52.227-14 Rights-in-Data General, the US government will have “unlimited rights” to data or materials developed exclusively with USG funding. Generally, “unlimited rights” means that the USG may “use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so.”
45. Is there any additional information or resources available that would be helpful for potential applicants to better understand the project?
Examples and resources are listed within Section II. Scope of Work.

46. Who is the primary target audience envisioned by Chemonics and USAID for the Landscape Analysis of financing approaches connecting nature-based solutions with enhanced urban climate resilience, adaptation, and potential climate mitigation benefits?
See answer to question 3.
47. What is the ultimate objective of conducting this landscape analysis?
To identify and assess financial models in LAC that support not only improved climate adaptation and climate resilience of urban areas but also reduced GHG emissions and/or increased carbon sinks in tropical forests, paramos, mangroves, or other high carbon ecosystems.
48. What transformative outcomes are Chemonics and USAID anticipating to attain through this endeavor?
See answer to question 47.
49. Considering our location in Colombia, is Chemonics open to the possibility of incorporating in-person meetings and workshops for both data collection and result presentations alongside desk-based work?
Offerors should propose a technical and cost proposal that meets the requirements of this RFP.
50. Can you please provide a list of the Latin American and Caribbean (LAC) countries where USAID is particularly interested in analyzing the landscape of financial approaches that link nature-based solutions to bolstering urban climate resilience and adaptation, along with potential climate mitigation advantages?
See answer to question 2.
51. One of our key personnel is expected to conclude her public position in a local administration in a Colombian city by the end of December 2023. Are there any specific limitations or restrictions that need to be taken into account in this particular case?
Please review and apply the [U.S. Policy Guidance on Criteria for Payment of Salary Supplements for Host Government Employees](#) .
52. Past performance: Which type of supporting documents do you need to prove past performance? Do you need a copy of the contract or a certificate from the client?
Offerors must include the information requested in Section I.7.B. Technical Proposal. Copies of the contract and/or certificates from the client are not necessary at this time.

Cost Proposal

1. The terms of reference establish the possibility of including indirect costs, however a limit percentage is not established. What is the percentage limit for indirect costs?
There is no percentage limit for indirect costs. Offerors should propose their own indirect costs/rates as applicable for their organization.
2. To apply for the call, must all the pages of “Annex 3 Required Certifications” be filled out, or are some of them filled out when the subcontract is going to be awarded?
All certifications found within Annex 3 Required Certifications are required.

3. On Page 9, would CFDA consider amending the cost breakdown guidance to, “Specifically, the cost proposal notes should include a cost breakdown of the daily rates for proposed personnel with an explanation of the build-up to their total proposed price or include documentation to substantiate price reasonableness (e.g., commercial rates),” consistent with previous CFDA RFPs?

No, the language will remain as-is in the RFP. Offerors need to explain the breakdown of daily rates (which may differ based on how each offeror’s rates are structured) and a build up of each deliverable.

4. If an offeror's cost proposal is outside of the competitive range but scores highly on the technical proposal, will Chemonics reach out to the offeror to provide an opportunity to offer a lower cost proposal, or will the proposal not be included in the competitive range proposals?

Per Section I.8 Evaluation and Basis of Award, Chemonics may issue an award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price. However, per Section I.9 Negotiations, best offers are requested as it is anticipated that a subcontract will be awarded solely on the basis of the original offers received; there is no guarantee that there will be a competitive range.

5. Must all partner organizations have a UEI, or just the prime partner?

At this time, only the prime organization must have a UEI. See Annex 4 for instructions on how to register for an UEI.

6. For cost proposal travel planning purposes, how does Chemonics anticipate the payment schedule for the selected offeror?

Chemonics issues payment upon the successful and timely completion of deliverables per the firm-fixed price subcontract’s terms and conditions.

7. The RFP states that “price of the subcontract to be awarded will be an all-inclusive fixed price.” In addition, it is also mentioned that “offerors must provide a detailed budget showing major line items as well as a budget narrative is required... Offerors must use the Microsoft Excel cost/budget template included in Annex 2.”

It is our understanding that when a subcontractor participates in a fixed-price basis, the subcontractor is not expected to use the breakdown in the spreadsheet Annex 2, and hence could provide a lump-sum by deliverable. Can Chemonics confirm that our understanding is correct? If our understanding is correct, could we provide lump-sums by deliverable and not consultants daily rates (as indicated in the “deliverable costs” tab)?

Offerors are requested to include the positions, fully burdened daily rates, and the level of effort (LOE) expressed in days to complete the described deliverables. Additional major line items may be added as needed. Offerors must also provide a narrative explanation of the buildup for each proposed deliverable and the process used for building up burdened daily rates to clarify reasonableness, realism, and completeness. Offers will be evaluated on the full price of the deliverables per Tab 1.

8. If management of activity services are outsourced to a consultant are they still Personnel Costs (consultants) or delivery costs of services?

Offerors should classify costs based on their structure and explain as necessary in the budget narrative.

9. Can fringe benefits be awarded to all personnel, lower, Staff, but also to Management and Boardmembers?
Offerors should budget fringe for personnel based on their policies and procedures and explain as necessary in the budget narrative.
10. Are there any specific cost categories or budget items we should consider in our proposal?
Please see Section I.7.C Cost Proposal, Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract, and Annex 2 Budget Template for cost instructions.
11. How much of the total amount asked on any selected proposal will be given at the beginning of the project?
Payments are made upon successful and timely completion of the deliverables per the subcontract terms and conditions.
12. What are the eligible and ineligible expenses? Since sometimes, certain items are capped at a certain amount or percentage of the total asked amount.
Please see Section I.7.C Cost Proposal, Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract, and Annex 2 Budget Template for cost instructions and Section I.5 Source of Funding, Authorized Geographic Code and Source and Origin for ineligible expenses.
13. Our organization does not have audited accounts, and therefore would need to submit alternate “evidence of responsibility.” What documents might suffice? We could provide official bank account balances, management accounts, proof of other contracts, etc.
If your organization does not have audited reports, Chemonics will accept unaudited financial statements for the last three years, the certification of financial statements, and a complete and signed evidence of responsibility document. The list of unaudited financial statements includes balance sheet, cash flow, and profit/loss statements.
14. Our intention would be to do the budget with fully loaded consulting rates, inclusive of sick leave, vacation days, and other overhead costs. Our understanding is that this is permissible from a budgeting perspective, but want to confirm?
Yes, this is correct.
15. Is there any sense on the relative level of effort of focus between climate adaptation vs. mitigation for the purpose of the engagement?
No.
16. According to Colombian law (Decree 1510 of 2013), a company established less than three years ago can present the experience gained by its partners or founders, whether they are natural persons or legal entities, as its own. In our case, both the organization and founder have relevant experience for this RFP. In the RFP, you request offerors to submit a copy of the last 3 years of audited financial statements. In our case, we can send our financial statements for the current year. Given these circumstances, are we eligible in the framework of this RFP?
Yes, organizations with fewer than three years of operation may submit the documentation and provide documentation that clearly demonstrates when they were founded as a reason for not submitting the full three years.