



EXPRESSION OF INTEREST (EOI) No. 2024-0015

EOI Title:	Pacific Islands Climate Finance Technical Assistance Facility
Issuance Date:	June 24, 2024
Deadline for EOIs:	August 5, 2024, 9:00am, EST
For:	Climate Finance for Development Accelerator (CFDA) Project
Funded By:	United States Agency for International Development (USAID), Contract No. 7200AA22C00044
Implemented By:	Chemonics International Inc.
Submission Requirements:	Electronic submissions only via CFDA Portal
Email Contact:	CFDAProcurement@CFDAAccelerator.com

Note to Respondents: This is NOT a request for proposals (RFP). Responses to this EOI are not binding and do not obligate CFDA to issue a solicitation, nor does it commit CFDA to pay any cost incurred in the preparation and submission of responses. Should CFDA issue an RFP, only organizations that meet the criteria outlined below and as presented in responses to this EOI will be considered. The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this EOI. Unless otherwise stated, the periods named in the EOI shall be consecutive calendar days.

About CFDA. The United States Agency for International Development (USAID) Climate Finance for Development Accelerator (CFDA) is a \$250 million initiative designed to mobilize \$2.5 billion in public and private climate actions and investments by 2030. These investments will fund a range of climate change mitigation and adaptation activities focused on scaling up the transition to an equitable and resilient net-zero economy. CFDA convenes stakeholders across the public and private sectors to develop and scale effective partnerships and innovative investment solutions that bring more climate finance resources to frontier and emerging markets. Additionally, CFDA aims to strengthen locally-led climate finance ecosystems, with a particular emphasis on empowering local actors, marginalized communities, and underrepresented groups to drive climate solutions. For more information about CFDA, please visit <https://www.climatelinks.org/projects/cfda>.

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers

in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this EOI must include the following as part of the response:

- *Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.*
- *Disclose any family or financial relationship with other offerors submitting expressions of interest (EOIs). For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.*
- *Certify that any information in the EOI has been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.*
- *Certify that all information in the EOI and all supporting documentation are authentic and accurate.*
- *Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.*

Please contact Anne Spahr at aspahr@CFDAaccelerator.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

EOI Contents:

Section I. Instructions to Offerors

Section II. Response Checklist

Section III. Background/Statement of Objectives/Categories of Technical Services

Section I: Instructions to Offerors

- **Introduction:** The Climate Finance for Development Accelerator (CFDA) Project is a USAID program implemented by Chemonics International. Respondents are responsible for ensuring that their EOIs are received by Chemonics in accordance with the instructions, terms, and conditions described in this solicitation. Failure to adhere with instructions described in this EOI may lead to disqualification of an offer from consideration.

CFDA is seeking EOIs from qualified firms to participate in the upcoming solicitation for the provision of technical assistance for private sector stakeholders such as small and medium enterprises (SMEs) and civil society organizations (CSOs) to access finance, coordinate, manage, and report on adaptation projects, with specific experience providing professional capacity building support to the private sector and CSOs to help them build and finance climate resiliency. Firms should be operational in Fiji and Papua New Guinea (PNG). Chemonics plans to release a request for proposals (RFP) to qualified organizations/firms who respond to this EOI only. Chemonics will select the qualified organizations/firms to receive the final RFP based on the responses to the requirements outlined below. Anticipated awards under the planned RFP may range from \$50,000-\$100,000, but actual award sizes will vary based on available resources. Chemonics may decide not to issue an RFP following this solicitation. By issuing this EOI, Chemonics does not express an intent, commitment, or promise to purchase any supplies or services. Responses to this EOI will not be considered by Chemonics as offers to enter into a subcontract; this EOI is for information collection purposes only.

Anticipated procurement steps associated with this EOI:

- Issuance of EOI
- Receipt of EOIs
- Release of RFP to eligible EOI respondents (see Eligibility requirements below)

- Submission of full proposals
 - Selection of awardee(s)
- **EOI Deadline and Protocol:** Responses must be received no later than 9:00 a.m. EST on **August 5, 2024**, via the [CFDA portal](#). If Offerors experience any challenges with the submission portal, email CFDAProcurement@CFDAccelerator.com. Please reference the EOI number in any response to this EOI. Responses received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics. **Respondents are reminded to confirm that the CFDA portal link they are submitting through corresponds with the subject solicitation. As CFDA may have multiple solicitations live at the same time, proposals submitted through an incorrect portal link may not reach its intended recipient by the deadline posted.**
 - **Statement of Objectives (SOO)/Categories of Technical Services:** Section III contains specific technical information for offerors to develop their response.
 - **Response Details:** Responses to this EOI must include all of the below elements.
 1. **Expression of Interest:** The EOI shall comprise of the parts below. Please note that the EOI must be responsive to the detailed information set out in Section III of this solicitation, which provides the background/SOO. EOIs will comprise between 4 and 6 slides, submitted in PDF, inclusive of all parts as described below:
 - *Part 1: Alignment with Categories of Technical Services:* Offerors shall describe their overall interest and background in the categories of technical services laid out in the SOO.
 - *Part 2: Understanding of Adaptation Projects, Businesses, and Other Funders in Fiji and Papua New Guinea:* Offerors shall identify up to four (4) existing adaptation projects or the private sector entities including small and medium enterprises (SMEs) that engaged in the climate finance space in Fiji and/or PNG. Please also identify up to four (4) public or private financial institutions operating in Fiji and/or PNG providing either finance or non-financial support e.g., awareness raising or practical tools that are helping SMEs access climate finance. Include any high-level known donor funding priorities. Please refrain from sharing confidential information. When necessary, project should be anonymized.
 - *Part 3: Corporate Capabilities and Past Performance:* Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Responses must include details demonstrating their experience and technical ability in implementing services related to the SOO (see *categories of technical services listed in III.3*), including prior experience working with USAID or other donors such as the Australian Department for Foreign Affairs and Trade (DFAT), the New Zealand Ministry of Foreign Affairs and Trade, and the European Union (EU).
 - **Response Submission Requirements:** Offerors shall submit their EOIs electronically via the [CFDA portal](#). Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. The EOI and required materials must be submitted no later than the time and date specified on the cover page. The Offeror must submit the proposal electronically with attachments (5 MB limit) compatible with Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files.

- **Eligibility:** To be considered eligible for any solicitation Chemonics may release at a future date, interested parties must meet the following criteria and may be required to submit certifications of compliance as required. Companies and organizations that submit EOIs in response to this solicitation must meet the following requirements:
 1. Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of the country where it is headquartered and be in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or private university.
 2. Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest **are not eligible** as suppliers of commodities and services.
 3. Companies or organizations must be eligible to operate in Fiji or Papua New Guinea (PNG) at the time an agreement is executed.
 4. Agree to work under U.S. Government and USAID regulations applicable to a future RFP.
 5. Qualify under the authorized USAID geographic code for the Project, which is **935**. All commodities and services supplied for any work awarded under future Request for Quotations must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#).

The CFDA project is dedicated to promoting gender equity and empowerment. We highly encourage EOIs from organizations that are led by women or directly benefit women and their communities.

Respondents may present their EOIs as a member of a partnership with other companies or organizations. In such cases, any subcontract awarded under a future solicitation would go to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however, the different organizations must be committed to work together in the fulfillment of the subcontract terms.

Section II: Offer Checklist

To assist offerors in preparation of the EOI, the following checklist summarizes the documentation to include an offer in response to this EOI. For submission, **please submit a single combined PDF that includes the cover letter and EOI.**

1. **Cover Letter:** See suggested template provided in Attachment A.¹
 - Cover letter
2. **EOI:** Responses must comprise between four (4) and six (6) slides, submitted as a PDF, inclusive of all parts as described below:
 - Part 1: Alignment with Categories of Technical Services
 - Part 2: Adaptation projects, businesses, and other donors in Fiji and Papua New Guinea
 - Part 3: Corporate Capabilities, Experience, and Past Performance (prior experience carrying out technical service areas referenced in III.3)

Section 3: Background/Statement of Objectives

III.1 Background

¹ Offerors are not required to have an active SAM/UEI Registration at the time of EOI submission but will be required to have active registration or state intent to obtain a UEI for future solicitations that may be released.

Chemonics International is currently implementing the USAID Climate Finance for Development Accelerator (CFDA) which is designed to mobilize \$2.5 billion in public and private climate investments by 2030. These investments will fund a range of climate change mitigation and adaptation activities focused on scaling up the transition to an inclusive, equitable and resilient net-zero economy. CFDA is a platform designed to help countries meet their national commitments in alignment with the Paris Agreement through evidence-based solutions that respond to national contexts and address gaps in global, regional, and national climate finance ecosystems. The CFDA Activity is organized around the following three objectives that seek to mobilize financial resources for climate adaptation and mitigation priorities in an inclusive, equitable way:

- Objective 1: Develop and scale effective partnerships and new investment solutions to achieve transformational change in countries where USAID works.
- Objective 2: Improve the enabling environment and increase and broaden participation in climate finance including the range and diversity of stakeholders driving climate solutions.
- Objective 3: Expand local and global capacity to bring more resources into climate finance.

Through the Pacific Islands buy-in, CFDA is strengthening the capacity of Fiji and Papua New Guinea to increase access to and improve management of financing and investments that will support climate change mitigation and adaptation efforts.

III.2 Statement of Objectives

The CFDA-Pacific Islands activity will build professional capacity and management systems of the private sector and CSOs to finance, coordinate, manage, monitor, and report on climate investment projects.

III.3 Categories of Technical Services

Technical Service Area	Examples/Description of Technical Area
Business continuity planning	Identification of vulnerabilities businesses to climate change impacts and assessment of financing needs to mitigate risks to operations and value chains
Finance matchmaking	Match businesses and projects with appropriate bilateral or international climate finance
Structuring financial products	Design and structure financial products and vehicles
Strengthen climate finance project development and implementation capacity to attract investments	Delivering training among women-led beneficiaries on climate finance, business continuity planning, gender and climate screens or skills on sub-project development, application of loan/funding request, preparation of business plan and business development, cash management, bookkeeping and business management.

III.4 Geographic Focus

The SOO is intended to support and amplify partnerships with firms and organizations operating Fiji or PNG.

Attachment A - Cover Letter

[Respondent: Insert date]

[Insert name and title of point of contact for EOI]

CFDA Procurement
Chemonics International Inc.
1275 New Jersey Avenue SE, Suite 200
Washington D.C. 20003

Reference: Expression of Interest [No.]

Subject: [Respondent: Insert name of your organization]'s EOI

Dear CFDA Procurement:

[Respondent: Insert name of your organization] is pleased to submit its expression of interest in regard to the above-referenced solicitation. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
UEI Number (If available)	_____
Address	_____
Telephone	_____
E-mail	_____

We acknowledge that submission of this expression of interest does not represent an offer for any future request for proposals, and is shared for information collection purposes only.

Sincerely,

Signature

[Respondent: Insert name of your organization's representative]

[Respondent: Insert name of your organization]