

To: Offerors

Date: December 9, 2022

From: Procurement and Partnerships Team, INVEST Project; Implemented by DAI Global LLC

Subject: Request for Proposals (RFP) INVEST-116: Colombia Pilot Program for Climate Finance Acceleration

Due: 1:00PM EST on January 18, 2023

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI’s INVEST project funded by the United States Agency for International Development (USAID). DAI invites firms to submit a proposal for work as part of the Colombia INVEST buy-in.

- I. RFP Process and deadlines:** This solicitation will result in the award of one Firm Fixed Price subcontract. We anticipate issuing a subcontract with award value ranging from **\$450,000 - \$500,000**.
 - a. Submission of Questions – Questions must be submitted no later than **1:00 pm EST on December 5, 2022** via email to INVEST_Procurement@dai.com, copying [Danny Mannka@dai.com](mailto:Danny_Mannka@dai.com) and [Katherine Tilahun@dai.com](mailto:Katherine_Tilahun@dai.com).
 - b. Submission of Proposals – Proposals must be submitted no later than **1:00 pm EST on January 18, 2023** via email to INVEST_Procurement@dai.com, copying [Danny Mannka@dai.com](mailto:Danny_Mannka@dai.com) and [Katherine Tilahun@dai.com](mailto:Katherine_Tilahun@dai.com). The subject line of the email should be your organization name, followed by “Submission under RFP INVEST-116: Colombia Pilot Program for Climate Finance Acceleration”. Please certify in your submission email a validity period of 60 days for the price(s) provided. In order to submit a proposal, offerors must have at least initiated the process to obtain a [SAM UEID](#). If the UEID has not yet been issued, offerors should note that in the submission and update INVEST at INVEST_Procurement@dai.com once it is issued. Please limit file submissions to 10 megabytes or less.

- II. Composition of Proposal:** Your organization’s proposal should comprise the following submission documents. The Technical Proposal and Cost Proposal should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a slide deck presentation of no more than ten (10) slides with a minimum font size of 12, and graphics with a minimum font size of 10. Submissions in PowerPoint or in PDF are acceptable, although PDF is preferred along with an accompanying PowerPoint document. For submission of Part 1 – Technical Proposal, please submit a single combined PDF that includes the cover page, technical proposal, case studies, and CVs. Please provide a copy of your cost proposal in Excel format.

Part 1 – Technical Proposal

Please limit your technical proposal to no more than ten (10) slides. The technical proposal is composed of the following three (3) sections:

1. **Technical Approach** – Offerors will detail their approach to fulfill the accompanying Statement of Objectives (SOO). The proposal should outline the offeror’s approach to assess the needs of the engaged financial institutions and design tailored roadmaps to advance climate risk reporting, carbon accounting and green lending practices. Offerors should also outline how they envision developing an emissions accounting tool that is adapted to Colombia’s reality, and taking into account the needs of its banking sector. Proposals should articulate how offerors will work with the banks to build their capacity on key green banking topics, as well as on how to use the accounting tool. Offerors should also detail how they plan to engage key stakeholders throughout activity implementation.
2. **Institutional Capacity** - Offerors should provide details about the experience, networks, expertise, and/or capacity of their firm (or firms if a partnering arrangement is proposed) to recommend the proposed approach and complete the work as described. This should also include past performance information for similar activities as those planned under this proposal. Offerors should demonstrate their knowledge, capabilities, and experience working with financial institutions, as well as any experience with climate finance. Proposals should also highlight offerors’ track record developing accounting tools, and any experience with capacity building activities. Offerors should also note their experience in Colombia, and if they have any local presence, as well as their ability to carry out activities and produce deliverables in Spanish.
3. **Management Plan/Staffing Structure** – Offerors should include details of personnel who might be assigned to the activities described in the technical approach, as well as a clear management plan in narrative form for the development, review, and submission of deliverables, including a milestone schedule that indicates their proposed timeline for implementation, including target dates to complete the diagnostic, develop the tool, and conclude capacity building activities. Offerors should include in their proposed team the number of individuals that they deem appropriate to complete the anticipated activities, and that possess the wide range of required experience necessary for successful activity implementation. Offerors are encouraged to engage in partnering arrangements if it will aid in providing best value to USAID, regardless of whether organizations belong to the USAID Finance and Investment network managed by INVEST. If a partnering arrangement is being proposed, please describe the nature of the arrangement, the specific technical value being contributed by each member of the team, and the appropriate management controls to ensure successful delivery.

In addition to the above, please include the following. These inputs will not be counted as part of the 10-slide limit and the format may be PDF or Word:

- One (1) to two (2) examples of past performance relevant to this activity (limited to two (2) pages per example). Examples should be within the past five (5) years.

- CV(s) of any individuals proposed in the staffing plan to conduct this activity (limited to two (2) pages per individual)

NOTE: These inputs (past performance examples and CVs) will not be counted as part of the 10-slide limit and the format may be PDF or Word. A cover page will be considered a non-counting page, and offerors should include one and list on it the names of all firms/individuals participating in the bid. No additional annexes or documentation are requested at this time. **For submission of Part 1 – Technical Proposal, please submit a single combined PDF that includes the cover page, technical proposal, past performance examples, and CVs.**

Part 2 – Price Proposal

The contract type for the presumptive subcontract will be Firm Fixed Price, awarded by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Offerors should also include a cost breakdown of the hourly rates for proposed personnel, if applicable, with a build-up to their total proposed price or include substantiating price reasonableness documentation/justification. Cost breakdowns included will be utilized to determine price reasonableness. Offerors can use the attached cost/budget template for guidance, but are not required to use it, as long as the cost proposal captures the necessary elements (i.e. deliverables table with breakdown of how the deliverable totals were calculated). Please limit file submissions to 10 megabytes or less.

III. Evaluation of Proposal: DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offer(s) will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required. Proposals will be evaluated against a stated number of factors, including the overall proposed approach, past performance, specific qualifications in the identified sectors and other evidence substantiating the bidder's ability to deliver, including budget and timeframe considerations.

1. Technical Proposal: The Technical Proposal will be scored and evaluated separately from the price proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal. The Technical Proposal will be evaluated against the following criteria:

- a. Technical Approach (50 points)** – Points for this section will be awarded based on the information presented in the technical approach. Points will be awarded to firms describing their thoughtful approach to addressing the Statement of Objectives (SOO). The offeror will be scored based on its presentation of a clear and viable approach that reflects the requirements for the proposed interventions described in the SOO, incorporates the offeror's competencies to work with financial institutions. Offerors will be evaluated on their proposed approach to

assess the needs of the banking sector and recommend tailored solutions to address them. Points will also be awarded to offerors that present a clear approach to how they will engage key stakeholders and develop an emissions accounting adapted to the Colombian context. Offerors will also be evaluated on their approach to working with the selected banks to build their capacity on green banking and develop their ability to use the tool.

- b. Institutional Capacity (30 points)** – Points for this section will be based on information presented in the corresponding section and any submitted past performance examples. Emphasis will be placed on:
- Track record working with financial institutions, as well as any experience with climate finance
 - Experience developing accounting tools or other similar technological solutions, particularly in the climate space
 - Experience with capacity building and/or training activities
 - Experience working in Colombia, as well as a local presence, and ability to carry out activities and produce deliverables in Spanish.
- c. Management Plan/Staffing Structure (20 points)** – Points for this section will be based on the qualifications and appropriate size of proposed staff, including expertise on climate finance and capacity building. Preference will be given to teams with demonstrated local knowledge and experience in Colombia. Proposals will be scored based on the clear delineation of the roles and responsibilities of each proposed staff and each proposed firm (if firms are partnering), and the demonstrated efficacy and clarity of the management plan, including the proposed timeline for achieving key milestones and a schedule for submission of all associated deliverables that is aligned with the requirements of the SOO. If the offeror is submitting a proposal along with partners, the proposal will also evaluate the added technical value of each proposed partner.
- 2. Price Proposal:** Price will be evaluated separately from the technical approach, with due consideration for realism, price reasonableness, and allowability consistent with US government cost principles. Evaluation for this section will be dependent upon all information presented by the Offeror in their deliverable table, budget with cost breakdowns, and any relevant supporting cost information, as well as its alignment with the proposed technical approach. Budgets will be analyzed for cost reasonableness of the deliverable prices as well as the cost build-up. INVEST encourages offerors to structure their proposed deliverables and corresponding payments competitively.

IV. Offeror’s Agreement with Terms and Conditions: Please visit the [INVEST Procurement Hub](#) website for RFP Terms and Conditions.

The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and price proposals will constitute an offer and indicate the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not

conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or price). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including Representations and Certifications compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,

DAI INVEST Procurement and Partnerships Team

INVEST_Procurement@dai.com

**INVEST Project: Mobilizing Private Investment for Development
USAID/Colombia
Statement of Objectives for Pilot Program for Climate Finance Acceleration**

INTRODUCTION

The United States Agency for International Development (USAID) recognizes that as the world's development challenges become more complex, many can only be solved through market-based solutions.

Increasingly, private investors and businesses are looking at emerging markets for new opportunities. However, investing in these markets is complex, and USAID has an important role to play in mobilizing investment into high-impact areas.

Encouraging these investments requires new forms of collaboration. In September of 2017 through a contract awarded to DAI, USAID set up the INVEST mechanism to build and engage a network of partner organizations with valuable investment and finance expertise, including those that have not worked extensively with USAID in the past.

[INVEST](#) enables USAID Missions, Bureaus, and Independent Offices to quickly access niche expertise from this diverse network of partner organizations. These partners work alongside USAID to deliver customized financing solutions that address investment constraints, mobilize additional private capital, and produce development results for a variety of sectors and geographies.

INVEST pairs innovative technical approaches with streamlined and user-friendly procurement and subcontracting processes. These simplified processes level the playing field, ensuring that USAID can work with the best firm for the job, regardless of that firm's size, locality, or previous experience with government contracting.

BACKGROUND

The financial sector plays an important role in mobilizing climate finance by ensuring that capital flows away from carbon-intensive activities and toward investments in climate adaptation and mitigation activities. To mobilize investment in climate smart projects and businesses, Colombian financial institutions need to have better understanding and use of green financing, climate risk, and carbon footprinting in their lending practices. The proposed Pilot program for climate finance acceleration will provide local banks and financial institutions with **in-person training and tools focused on green financing, climate risk, and carbon footprinting, with the goal of increasing green lending capacity and, eventually, encourage net-zero target setting for local banks and financial institutions.**

OBJECTIVES AND ACTIVITIES

Through this Request for Proposals (RFP), INVEST aims to engage an implementing partner with familiarity with Colombian green banking landscape to support six financial intermediaries to develop a

clear understanding of how climate risk reporting, carbon footprint methodologies, and green lending could be integrated into their operations.

Proposed activities include the following, and offerors are free to include additional activities that align with their approach:

1. **Rapid diagnostic** on the needs of the 6 largest banks and financial institutions in Colombia that wish to participate in the Pilot Program. This diagnostic will focus on identifying the sectors and clients that have the highest emissions, as well as the green investment opportunities that exist in aforementioned financial institutions, and present a roadmap forward for those institutions that wish to integrate climate risk reporting, carbon accounting and green lending into their portfolios. The assessment and roadmap should include requirements for a technological solution for calculating financed emissions across investment portfolios. This assessment should be done in coordination with Asobancaria, which has already conducted an assessment of sorts, with in-depth climate criteria, for the banking sector in Colombia.
2. **Develop a simple technological solution** to help banks understand and achieve portfolio alignment by measuring financed emissions. It should be built using existing methodologies (PCAF) and emissions factors (from Colombia), in consultation with Asobancaria. The solution should serve as a standalone tool in accessible software (e.g. Microsoft Excel, PowerBI and/or Power Apps¹), related to the needs of the financial intermediaries, per the assessment outlined above in point 1. Such software should enable financial intermediaries to directly access the tool and manually update and maintain their own data. It should not require direct interface with other institutional systems. The design of the tool must consider the baseline data required and be in compliance with the Colombian data protection and management legal frameworks. The tool should be able to be maintained by Asobancaria, the Ministry of the Environment and the Department of National Planning, will be considered as open source and allow for upload of new emissions factors, sectors and other updates from the Colombian government institutions. The tool should be available free of charge to all financial institutions in Colombia, and a cadre of developers that can support adaptation for users and upgrades should be identified. It is anticipated that the existing carbon accounting tools and methodologies (such as PCAF, CDP's ACT framework, BanColombia's GHG accounting tool) will decrease the cost and shorten the timeline for the development of such a tool.
3. **Conduct capacity building or one-on-one consultations** with banks based on the specific needs of each institution identified in the diagnostic. This assistance is expected to cover, among others: green banking (renewable energy, green/blue bonds, etc.), climate risk reporting, carbon accounting and target setting, and green taxonomy integration. An illustrative list of sectors to be considered for capacity building include:
 - a. Green Banking Tracking and Reporting
 - i. Climate Risks and TCFD
 - ii. Green Taxonomies

¹ https://www.microsoft.com/en-us/sustainability/emissions-impact-dashboard?activetab=pivot_2%3aprimaryr12

- iii. Carbon Accounting methodologies
 - iv. Net-Zero Target Setting
- b. Green Financial Instruments
 - i. Sustainable Finance Fundamental
 - ii. Green Bonds / Blue Bonds
 - iii. Social Bonds
 - iv. Carbon Markets and Offsets
 - v. Blended Finance
- c. Green Banking Sectors
 - i. Green Banking: Products and Services - Green Business Model
 - ii. Renewable Energy
 - iii. Sustainable Construction and Green Buildings
 - iv. Sustainable Agriculture
 - v. Sustainable Cities
 - vi. Nature Based Solutions

Offerors are welcome to propose other discrete activities that align with their proposed approach.

ACTIVITY DELIVERABLES & MILESTONES

Following are the proposed deliverables resulting from this activity. All deliverables are expected to be submitted in Spanish. Offerors may refine and include additional deliverables that align with their proposed approach.

- Diagnostic report and roadmap for capacity development program, including software requirements. Detailed software requirements should include Design and Data flow definition including the requirements for each bank and ASOBANCARIA, and consider any security policies and authentication compliance required.
- Software-enabled tool and technical advisory support for up to 6 banks and/or financial institutions that enable them to each calculate and report on financed emissions across their investment portfolio. The software will be accessible, free of charge, to Colombian financial institutions. Upon design approval, implementation should include testing, quality control and handover support with ASOBANCARIA and the banks. The solution must be completely documented and provide guidance for its further configuration.
- A plan for ASOBANCARIA to maintain the software, including for securing any necessary future upgrades beyond the life of the INVEST activity, including identification of developers that can support adaptation for users and upgrades.
- Technical Advisory support program for up to 6 banks and/or financial institutions that includes: (i) support to enable them to implement the software, and have the necessary internal support structure for its operation and use, (ii) support that improves their understanding of how climate risk reporting, carbon accounting, and green lending could be integrated into their operations, (iii) support and input for the development by each financial institution of a green and climate investment strategy that includes strategies, tools and practices in their products and services to decrease financed emissions, and sets net-zero targets.

REPORTING AND COORDINATION

In addition to the deliverables, subcontractors will be expected to liaise with INVEST and USAID/Colombia throughout implementation, provide monthly updates on activity progress and attend regular check-in to report on implementation status. The subcontractor will work closely with INVEST to choose and define performance indicators and metrics for this activity during the onboarding process. The subcontractor will collect and review MEL data for requisite reporting to INVEST and USAID throughout the life of the activity. MEL data will be submitted quarterly by the subcontractor using the reporting templates provided by INVEST. INVEST will work with the subcontractor to finalize these reporting templates throughout the onboarding process. The subcontractor will also work with INVEST to conduct data quality assurance as necessary. Subcontractors will also be responsible for collecting data and periodically providing reports on activity impact for M&E purposes, in coordination with the INVEST MEL team.

ROLE OF INVEST

INVEST will work closely with the selected subcontractor during all stages of this work. DAI will subcontract the selected subcontractor directly and provide review and oversight throughout the life of the activity in accordance with INVEST's lean management approach. The INVEST team will administer periodic check-ins, reporting, deliverable review prior to client presentation and approval, and manage an ongoing monitoring, evaluation and learning framework.

- Subcontractor Onboarding: INVEST will provide the successful subcontractor with all necessary context, and work with the successful subcontractor to develop work plan(s)
- Project Implementation: The selected subcontractor will implement the work as prescribed by the work plan(s). INVEST will provide management support and ensure periodic check-ins/reporting.
- Ongoing Monitoring, Evaluation, and Learning: INVEST will define indicators in subcontract, collect and review M&E data from subcontractors for requisite reporting to USAID and will conduct data quality assessments as necessary.

PERIOD AND PLACE OF PERFORMANCE

The activities outlined above are estimated to take place over a 12-month period starting around March 2023 and concluding by March 2024. There will be significant interaction with INVEST and USAID staff, but this can be done remotely. Bidders should specify anticipated travel to Colombia and interaction with ASOBANCARIA and financial institutions in the country as needed.

BUDGET:

The budget ceiling for this activity is \$450,000 - \$500,000 USD.

Questions & Answers
RFP INVEST-116: Colombia Pilot Program for Climate Finance Acceleration

- 1. Related to Activity number 2 to “develop a simple technological solution,” could INVEST clarify if the project should consider the provision of the required infrastructure or if it would be provided by the stakeholders?**

The selected offeror will be responsible for providing all required services, and covering any other associated costs necessary for the development of the technological solution. As outlined in the SOO, the solution should draw from existing methodologies and be developed using accessible software, and will be made available to Colombian financial institutions free of charge.

- 2. Would it be possible for you to share who the potential financial institutions are?**

The exact financial institutions to be included in the pilot have not yet been confirmed, and will be selected in close coordination with Asobancaria following kick-off.

- 3. Where feasible and evidence based, can the bidder offer alternative suggestions to the scope of work outlined in the RFP especially where the bidder believes alternative approaches might improve overall outcomes/delivery of the assignment?**

The Statement of Objectives (SOO) presents the overall objectives and anticipated activities related to this work. While proposals should be responsive to the SOO, offerors are able to present technical approaches that incorporate their perspectives on this technical area, and can propose additional activities beyond those outlined that would serve to accomplish the Request for Proposals' (RFP) objectives. Proposals will be evaluated based on the evaluation criteria set forth in the RFP, in alignment with the SOO.

- 4. Could INVEST clarify if bidding this project would represent a potential Conflict of Interest (COI) and preclude any bidder from participating in other USAID-funded projects in the country?**

Offerors are responsible for evaluating potential COI with other USAID-funded activities in Colombia based on their specific circumstances. However, INVEST can confirm that simply bidding on a procurement does not typically propose a COI concern.

- 5. Would INVEST consider extending the proposal submission deadline by two weeks to January 25, 2023? This extension would allow bidders adequate time to prepare a more informed and competitive proposal.**

INVEST has extended the deadline for submission of proposals to January 18, 2023. Please see RFP Modification 1, attached, which extends the due date for Submission of Proposals.

- 6. Is it possible to request a 1 week extension to accommodate office closures in December?**

INVEST has extended the deadline for submission of proposals to January 18, 2023. Please see RFP Modification 1, attached, which extends the due date for Submission of Proposals.

- 7. Given the deadline for clarifying questions today, can we kindly request an extension to on the deadline of submission of questions? An extension of the period by 1-2 weeks would be appreciated.**

We are not able to extend the deadline for submission of questions in response to the RFP/SOO. However, we will release written responses to all questions received to all potential offerors so all firms will be able to benefit from requested clarifications submitted by the due date.

Please also note that INVEST has extended the deadline for submission of proposals to January 18, 2023. Please see RFP Modification 1, attached, which extends the due date for Submission of Proposals.