

BAYI Foundation
140 PATIO RD,
MIDDLETOWN, NY 10941

1 June 2024

To interested African Climate Justice NGOs

Request for Proposal No.: RFP-BAYACJ-000101

Implementation of a program centered on Climate Change and Climate Justice community solutions.

Dear Sir/Madam:

BAYI Foundation is offering grants for the implementation of \$1,000 Climate Change and Climate Justice community actions to two (2) NGOs in Africa.

BAYI Foundation requests you to submit your Proposal. Please be guided by this RFP and the attached Terms of Reference.

Proposals should be submitted in English.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	1 June 2024
2	Closing date and time for receipt of Bids	1 August 2024 00:00 WAT
3	Tender Opening Location	Email: support@bayifoundation.org, BAYI Foundation 140 PATIO RD, MIDDLETOWN, NY 10941
4	Announcement of Awardees	15 September 2024

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This RFP is launched for the purpose of establishing a grant with the provider for the execution of climate change and climate justice community solutions in Africa.
- BAYI Foundation may choose to cancel the grant if deemed necessary.
- The expected duration of this service shall be 90 days. The final delivery is expected not to exceed 1 March 2025. BAYI Foundation may terminate the grant if the nonprofit fails to deliver on time.
- Payments will be paid in advance within 10 working days of grant award to the awarded nonprofits. The awarded nonprofit is expected to give a detailed report (a format would be provided after award) for the provision of the grant services at the end of grant duration.

III. SELECTION AND AWARD CRITERIA

The criteria for awarding grants resulting from this Tender is based on 'best value for money'. For the purpose of all tenders BAYI Foundation defines best value for money as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e., reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Administrative non-compliance may include but are not limited to incomplete document submission, incomplete project details, and submission using wrong information. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1	-	Technical Proposal	Technical proposal that corresponds with the TOR on bidder's format, including work plan and cover letter. (Maximum 5 pages) outlining understanding of the assignment and intended approach.

2	A.2	Bid Form (Financial)	Complete ALL sections in full, sign, and submit (financial proposal showing the daily rate & breakdown ex. printing materials & supplies). The bidder can use its own template.
3	B	Nonprofit Profile and Registration Form (See Appendix B)	Complete ALL sections in full, sign, stamp and submit
4	-	CV of Team Lead	Resume outlining the consultant company lead/ individual background and experience, with details of qualifications and experiences indicating documentation of relevant assignments undertaken
5	-	Registration Certificate	Submit a nonprofit certificate

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical criteria	Technical criteria	Points to be awarded	Weighting in technical evaluation
1	Technical quality of the consultancy proposal		50%
1.1	A clear understanding of the TOR and use of appropriate methodology	1-10	20%
1.2	Appropriate work plan	1-10	15%
1.3	Innovativeness of methodology	1-10	15%
2	Bidder qualifications		20%
2.1	General capacity & previous relevant experience	1-10	10%
2.2	Fit against desired criteria/qualifications	1-10	10%
3	Interview with head of organization		30%

3.1	Technical capacity & understanding of context	1-10	15%
3.2	Grant Impact	1-10	15%
	The maximum score that can be achieved is		100%

Please note that bids shall respond to all criteria, or their bid may be disqualified.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated. Any discrepancy between the unit price and the total price shall be re-computed by BAYI Foundation, and the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the final price based on BAYI Foundation's re-computation and correction of errors, its Bid will be rejected. Financial evaluation will be based on weighted cost.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by BAYI Foundation after it has received the Proposal.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

Tender Period - 1 June to 1 August 2024

Tender Closing - 1 August 2024

Administrative, Technical and Financial Evaluation - 1 August - 15 September 2024

Contract Award and Notification of Awardee - 15 September 2024

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by BAYI Foundation in accordance with the RFP requirements, prior to the specified date and time mentioned above. BAYI Foundation will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the nonprofits own template (technical proposal). BAYI Foundation Bid Form – Annex A.2 template is optional; the bidder can provide their own financial bids with a budget breakdown.

A. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address: support@bayifoundation.org;

When Bids are emailed, the following conditions shall be complied with:

- The RFP number shall be inserted in the Subject Heading of the email
- The same email shall be used for the 'Financial Bid' and 'Technical Bid' unless Email attachments exceed 4MB

The financial bid shall only contain the financial bid form, Annex A.2

- The technical bid shall contain all other documents required by the tender, but excluding all pricing information
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

BAYI Foundation is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or BAYI Foundation in the processing of emails.

BAYI Foundation is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids should only be submitted electronically.

VI. COMPLETION OF BID FORM

A. Currency

The currency of the Bid shall be in USD. No other currencies are acceptable.

B. Language

The Bid Form, and all correspondence and documents related to this RFP shall be in English

C. Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initiated by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

VII. ACCEPTANCE

BAYI Foundation reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdrawals and/or supplementary information submitted after the time and date of the RFP Closure.

VIII. AWARD OF GRANT

This RFP does not commit BAYI Foundation to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by BAYI Foundation. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of BAYI Foundation and the successful Bidder.

BAYI Foundation may award grants for part quantities or individual items. BAYI Foundation will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. BAYI Foundation reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Nonprofits who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering Contract may be excluded from future BAYI Foundation RFPs.

IX. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to BAYI Foundation upon request. This RFP is confidential and proprietary to BAYI Foundation, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of BAYI Foundation, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

X. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by BAYI Foundation in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to BAYI Foundation, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XI. IMPROPER ASSISTANCE

Bids that, in the sole opinion of BAYI Foundation, have been compiled:

- With the assistance of current or former employees of BAYI Foundation, or current or former contractors of BAYI Foundation in violation of confidentiality obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,

With the utilization of confidential and/or internal BAYI Foundation information not made available to the public or to the other Bidders,

In breach of an obligation of confidentiality to BAYI Foundation, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from BAYI Foundation, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, BAYI Foundation and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

XII. CORRUPT PRACTICES

BAYI Foundation has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by BAYI Foundation as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favoritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by BAYI Foundation, including tendering, award or execution of grant. BAYI Foundation reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate BAYI Foundation's policy with regards to Anti-Corruption to Third Parties. The Bidder furthermore agrees to inform BAYI Foundation immediately of any suspicion or information it receives from any source alleging a violation of

this policy to the contact details of the specific BAYI Foundation country operations via support@bayifoundation.org. Reports of suspected corruption can also be reported directly to BAYI Foundation HQ at support@bayifoundation.org.

XIII. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of BAYI Foundation and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any BAYI Foundation contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify BAYI Foundation immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of BAYI Foundation, or cases in which any BAYI Foundation official, employee or person under Contract with BAYI Foundation may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as BAYI Foundation may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of BAYI Foundation.

XIV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honored. If the selected Bidder withdraws its Bid, BAYI Foundation shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, BAYI Foundation shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the BAYI Foundation Nonprofits List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

XV. LATE BIDS

All Bids received after the RFP closure will be rejected.

XVI. OPENING OF THE RFP

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence BAYI Foundation in its decision concerning the award of the Contract will result in the immediate rejection of the tender.

XVII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the BAYI Foundation General Conditions of Contract or the Special Conditions of Contract, as applicable, are acceptable.

XVIII. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by BAYI Foundation. If the RFP is canceled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders.

The RFP may be canceled in the following situations:

where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;

the economic or technical parameters of the project have been fundamentally altered;

exceptional circumstances or force majeure render normal performance of the project impossible;

all technically compliant Bids exceed the financial resources available; or

there have been irregularities in the procedure, in particular where these have prevented fair competition.

BAYI Foundation shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if BAYI Foundation has been advised of the possibility of damages. The publication of a procurement notice does not commit BAYI Foundation to implement the programme or project announced.

XIX. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact BAYI Foundation support support@bayifoundation.org

All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP number.

All questions during the tender period, as well as the associated answers, will be shared with all Nonprofits invited, or for open tenders published at: support@bayifoundation.org

XX. RFP DOCUMENTS

This RFP document contains the following:

1. This cover letter
2. Annex A: BAYI Foundation Bid Form (Technical bid and Financial bid)
3. Annex B: Nonprofit Profile and Registration
4. Resume of Team Lead
5. Non-Profit Certificate

Under BAYI Foundation's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such grant. BAYI Foundation will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely

BAYI Foundation

Terms of Reference

1. Background:

The BAYI Foundation is committed to addressing the urgent challenges posed by climate change and promoting climate justice, particularly in African communities. As part of this commitment, the foundation seeks to fund and support NGOs in Africa to implement community-based solutions aimed at mitigating and adapting to climate change impacts.

2. Objective:

The primary objective of this program is to empower local communities in Africa to address climate change and promote climate justice through innovative and sustainable initiatives. The program aims to fund projects that contribute to reducing greenhouse gas emissions, enhancing community resilience to climate change impacts, and advocating for climate justice at the grassroots level.

3. Scope of Work:

- **Project Implementation:** Selected NGOs will be responsible for designing, implementing, and managing climate change and climate justice projects within their respective communities. Projects should align with the objectives of the program and address specific climate-related challenges identified in the local context.
- **Community Engagement:** NGOs are expected to actively engage community members, including marginalized groups, in all stages of project planning and implementation. Community participation and ownership are critical for the success and sustainability of the projects.
- **Capacity Building:** NGOs may incorporate capacity-building activities aimed at enhancing local knowledge and skills related to climate change mitigation, adaptation, and advocacy. Training sessions, workshops, and awareness campaigns can empower community members to take meaningful action on climate issues.
- **Monitoring and Evaluation:** NGOs must develop robust monitoring and evaluation mechanisms to track the progress and impact of their projects. Regular reporting on key indicators, such as carbon emissions reductions, community resilience indicators, and stakeholder engagement, will be required to assess project effectiveness.
- **Knowledge Sharing:** Knowledge sharing and dissemination of project outcomes are essential components of the program. NGOs should document best practices, lessons learned, and success stories to inform future climate action initiatives and contribute to a broader knowledge base on climate change solutions.

4. Eligibility Criteria:

- NGOs based in Africa with a proven track record of working on climate change and/or environmental issues are eligible to apply.
- Applicants must demonstrate strong community connections and the ability to engage diverse stakeholders in climate-related activities.
- Proposed projects should be innovative, feasible, and directly contribute to addressing climate change challenges in the target communities.

5. Deliverables:

- Detailed project proposal outlining objectives, activities, timeline, and budget.
- Regular progress reports, including quantitative and qualitative data on project implementation and outcomes.
- Final project report summarizing achievements, challenges, lessons learned, and recommendations for future action.

6. Timeline:

- The program duration is 90 days, with projects expected to be completed by 31st December 2024.
- Selected NGOs will receive grant awards within 10 working days of the contract signing.

7. Evaluation Criteria:

- Technical Quality of the Proposal: Clarity of objectives, appropriateness of methodology, and innovativeness of approach.
- Bidder Qualifications: Relevant experience, organizational capacity, and alignment with desired criteria.
- Interview with Head of Organization: Assessment of technical capacity, understanding of context, and potential project impact.

8. Reporting and Accountability:

- NGOs must adhere to reporting requirements and provide accurate and timely updates on project progress and expenditure.
- Non-compliance with contractual terms and conditions may result in the termination of the grant and exclusion from future funding opportunities.

9. Confidentiality and Ethical Standards:

- Bidders must maintain confidentiality regarding sensitive project information and adhere

to the highest ethical standards in all activities.

- Any form of corruption, collusion, or conflict of interest will result in immediate disqualification and potential legal action.

10. Contact Information:

For inquiries related to this TOR or the application process, please contact the BAYI Foundation at support@bayifoundation.org.

11. Amendment and Interpretation:

The BAYI Foundation reserves the right to amend or interpret these terms of reference as necessary to ensure fairness, transparency, and effectiveness in the program implementation process.

ANNEX A

Technical Bid

(Maximum 5 pages for all sections)

Organization Information:

Name of Organization:

Contact Person:

Address:

Phone Number:

Email:

Website (if applicable):

Understanding of Project and Intended Approach:

Briefly outline your organization's understanding of the need for a Climate Change or Climate Justice community solutions program in your chosen location in Africa and the approach you intend to take to implement it.

Objective:

Provide the specific objectives of the project.

Work Plan:

Provide a detailed work plan outlining the activities, milestones, and timelines for the proposed project implementation.

Experience and Expertise:

Describe your organization's experience and expertise relevant to climate change and climate justice initiatives in Africa.

Key Personnel:

Provide information about key personnel within your organization, including their roles and qualifications.

Previous Projects:

Provide examples of previous projects or initiatives related to climate change and climate justice that your organization has implemented.

Impact and Measurement:

Provide intended impact and measurement tools

Annex A.2

Financial Bid

Budget Breakdown:

Please complete the following to provide a breakdown of the proposed budget for the project:

Item Cost (USD)

Personnel

Travel and Logistics

Supplies and Materials

Other Expenses

Total

Daily Rate:

Indicate the daily rate for your organization's services.

Payment Terms:

Provide details of the payment terms your organization requires for the project, including any advance payments.

Additional Costs:

Specify any additional costs or expenses that may arise during the project implementation.

By signing below, the undersigned confirms that the information provided in this bid is accurate and complete to the best of their knowledge.

Signature: _____

Printed Name: _____

Date: _____

Position/Title: _____

Organization: _____

Annex B

Nonprofit Profile and Registration Form

Organization Information:

Name of Organization:

Address:

City:

Country:

Postal Code:

Phone Number:

Email:

Website (if applicable):

Legal Status:

Legal Structure (e.g., non-profit organization, charity, NGO, etc.):

Registration Number (if applicable):

Date of Registration:

Registration Authority:

References:

Provide contact information for at least two references who can speak to your organization's experience and capabilities.

Certifications and Accreditations:

Provide details of any certifications or accreditations relevant to the services being procured.

By signing below, the undersigned confirms the accuracy of the information provided in this Nonprofit Profile and Registration Form.

Signature: _____

Printed Name: _____

Date: _____

Position/Title: _____

Organization: _____