Shaping a more livable world.

To: Offerors

Date: October 11, 2023

From: Integrated Natural Resource Management (INRM) Activity; Implemented by DAI Global LLC

Subject: Request for Proposals (RFP) INRM-034: RESTORE Ecological Baseline Assessment in Ghana

Due: 5:00PM Eastern Standard Time (ET) on **November 1, 2023**

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's INRM project funded by the United States Agency for International Development (USAID). DAI invites you to submit a proposal for the work as described in the attached Statement of Work. We anticipate issuing a single firm fixed price subcontract between $100,000 to $250,000 USD for this work.

I. **RFP Process and deadlines:** This solicitation will result in the award of a fixed price subcontract.

1. Bidders Call- We will be holding a call to explain the RFP requirements and answer questions on **Wednesday October 18, 2023 11AM ET (3PM GMT).** We will document the questions raised and released then with the written question submission. If you have not received an invitation, please email INRM_Procurement@dai.com copying Stephanie_Schwartzkopf@INRMproject.com to be added to the invite.

2. Submission of Questions – Questions must be submitted no later than **5PM ET (9PM GMT) on October 19 , 2023** via email to INRM_Procurement@dai.com copying Stephanie_Schwartzkopf@INRMproject.com.

3. Submission of Proposal – Proposal must be submitted no later than **5PM ET (9PM GMT) on November 1, 2023** via email to INRM_Procurement@dai.com copying Stephanie_Schwartzkopf@INRMproject.com. The subject line of the email should be your organization name, followed by "Submission under INRM-034: RESTORE Ecological Data Baseline Assessment in Ghana". Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization's Unique Entity ID. The offeror will be required to have a Unique Entity ID so

bidders are encouraged to apply now following the instructions at this link. Please limit file submissions to 10 megabytes or less. Proposals must be submitted in English.

II. Composition of Proposal: Your organization's proposal should comprise (1) a Technical Proposal and (2) a Cost Proposal that should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a Word document of no more than seventeen (19) pages, 12-point font minimum. Pages over the 19-page maximum will not be included in proposal scoring, please ensure you do not exceed the maximum page limit. Submissions in Word or PDF are acceptable, although PDF is preferred along with an accompanying Word document. Please provide a copy of your cost proposal in Excel format. A cover page will be considered a non-counting page, should the offeror choose to include one. No additional annexes or documentation are requested now.

Part 1 – Technical Proposal

The technical proposal is composed of the following three (3) sections:

1. Technical Approach (maximum 6 pages) – The offeror will detail their approach to fulfilling the accompanying Statement of Work (SOW), including all steps from project inception, field work preparation (including team recruitment and training, and preparation of data collection instruments if needed), data collection (including sampling) to reporting and close-out. The approach will clearly indicate how the proposed activities will result in the successful completion of all deliverables and milestones.

   In this section, the offeror will also include a detail timeline, and outline their data quality control plan. The offers should also include any anticipated government permission that is needed for field work, and their plans for obtaining the permission.

2. Past Performance (maximum 3 pages)– Offerors must submit exactly three (3) past performance reports describing relevant experience to the RESTORE baseline. Each past performance report must include at minimum an overall description of the scope of work, period of performance, the results of the activity, the budget of the activity, and contact information for a reference from that assignment. This experience should reflect institutional capacity, not just that of individual team members. Of particular importance is relevant work in the management and implementation of these data collection methods and analysis on the RESTORE landscape. DAI reserves the right to contact references provided in these past performance reports.

3. Personnel and Staffing (2 pages personnel and 8 pages for CVs for a total of 10 pages maximum) – Offerors must describe the qualifications of their proposed key personnel against the requirements listed below and must provide CVs for key personnel as part of the technical proposal. The key personnel for

this assignment must include a Team Leader and Two Field Managers-- one for forest ecology and soil sampling, and one for animal biodiversity data collection, and any other personnel as deemed needed by the Offeror (for example, a forest ecology expert or animal biodiversity expert to supplement the expertise of the Team Lead).

a. Team Lead: Required qualifications include 8+ years of relevant experience managing large-scale ecological data collection and analysis exercises in West Africa, including forest ecology and animal biodiversity. Advanced degree in forest ecology or related field. Master's degree in ecology or related field. Experience with US Government donors (USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank is highly preferred. Fluency in English required.

b. Field Manager (Ecology) – Forest ecology specialist. Required at least 5 years of relevant experience managing large-scale ecological data collection exercises in West Africa, including conducting quality control and managing teams for ecological data collection. Bachelor's degree in ecology or related field (Master's degree preferred). Experience with US Government donors (USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank is highly preferred. Fluency in English is preferred.

c. Field Manager (Animal Biodiversity) – Animal biodiversity specialist: Required at least 5 years of relevant experience managing large-scale data collection exercises in West Africa, including conducting quality control and managing teams for ecological data collection. Master's degree ecology or related field. Experience with US Government donors (USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank is highly preferred. Fluency in English is preferred.

   As part of the personnel and staffing section, Offerors must also describe their approach to ensure that well-qualified team members for data collection and analysis are hired. Offerors must specify the total number of supervisors/ specialists and field teams will conduct each activity. Offerors should state what their minimum qualifications are for field staff. Describe contingencies for staff replacement, should the need arise, during data collection.

   Any other positions deemed essential for the successful implementation of the activity should be listed here as well along with required qualifications, approach to recruiting qualified individuals to fill the position(s), and their proposed responsibilities as part of the RESTORE baseline.

Part 2 – Cost Proposal

The contract type for the presumptive subcontract will be a Firm Fixed Price Subcontract, awarded by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Cost proposals shall consist of a budget in Excel with traceable, transparent formulas and must include notes/assumptions related to budget inputs. Offerors are required to use the budget template provided. The template must not be substantively altered.

Offerors are also required to submit a Budget Narrative (Word or PDF, 3-page maximum) summarizing key assumptions and inputs in the budget. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror's technical approach. All cost and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits cost analysis. Budget narrative should include the costs for each data collection activity listed in 2.1.1.A. Data Collection to facilitate fair comparison.

Bidders must budget for DBA insurance as applicable. Please see AAPD-22-01 for more information on obtaining DBA and cost rates. Please limit file submissions to 10 megabytes or less.

As payment will be made from the United States, our understanding is that VAT is not applicable and should not be included in the cost proposal.

I. **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 offeror will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/ price factors. 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 time frame considerations. For overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/ price factors.

a. **Technical Proposa**l: The Technical Proposal will be scored and evaluated separately from the cost 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:

   i. **Technical Approach (40 Points)**: This section will be evaluated based on the information presented in the technical approach. The offeror will be scored based on its presentation of a clear and thoughtful approach which reflects the requirements of the scope of work and incorporates the offeror's competencies. The technical approach should clearly set forth *how* offerors plan to develop inception, scoping and final reports and should *not* simply copy text from this RFP. A timeline for carrying out the activity must be included. Specifically Technical proposals will be scored based on

- Adequacy and clarity of technical approach for each baseline data collection activity, including sampling approach
- Adequacy and clarity of technical approach for baseline data processing/analysis for each activity
- Overall approach to fieldwork preparations & data collection team training
- Approach to quality control before, during, and after data collection
- Clear capability for on-time delivery
- Mitigation strategies for any anticipated challenges, risks, limitations

ii. Past Performance (30 Points): This section will be evaluated based on information presented in the corresponding section of the proposal and any submitted examples of past performance. DAI is seeking a Subcontractor with past experience working on similar large-scale ecological data collection. Evidence of similar, in-county experience, is preferred.

iii. Management Plan / Staffing Structure (30 Points): This section will be evaluated based on the qualifications and relevant experience of proposed staff. Qualifications and experience of proposed key personnel as well as the quality of overall team composition. The proposals should present a clear delineation of the roles and responsibilities of each proposed staff, and the demonstrated efficacy and clarity of the management plan against the proposed milestone schedule.

b. Cost Proposal: Cost 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 and supporting cost information, as well as its alignment with the proposed technical approach.

III. Offeror's Agreement with 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. To see a list of terms and conditions please go to this link. 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 INRM Team

INRM_Procurement@dai.com

Scope of Work

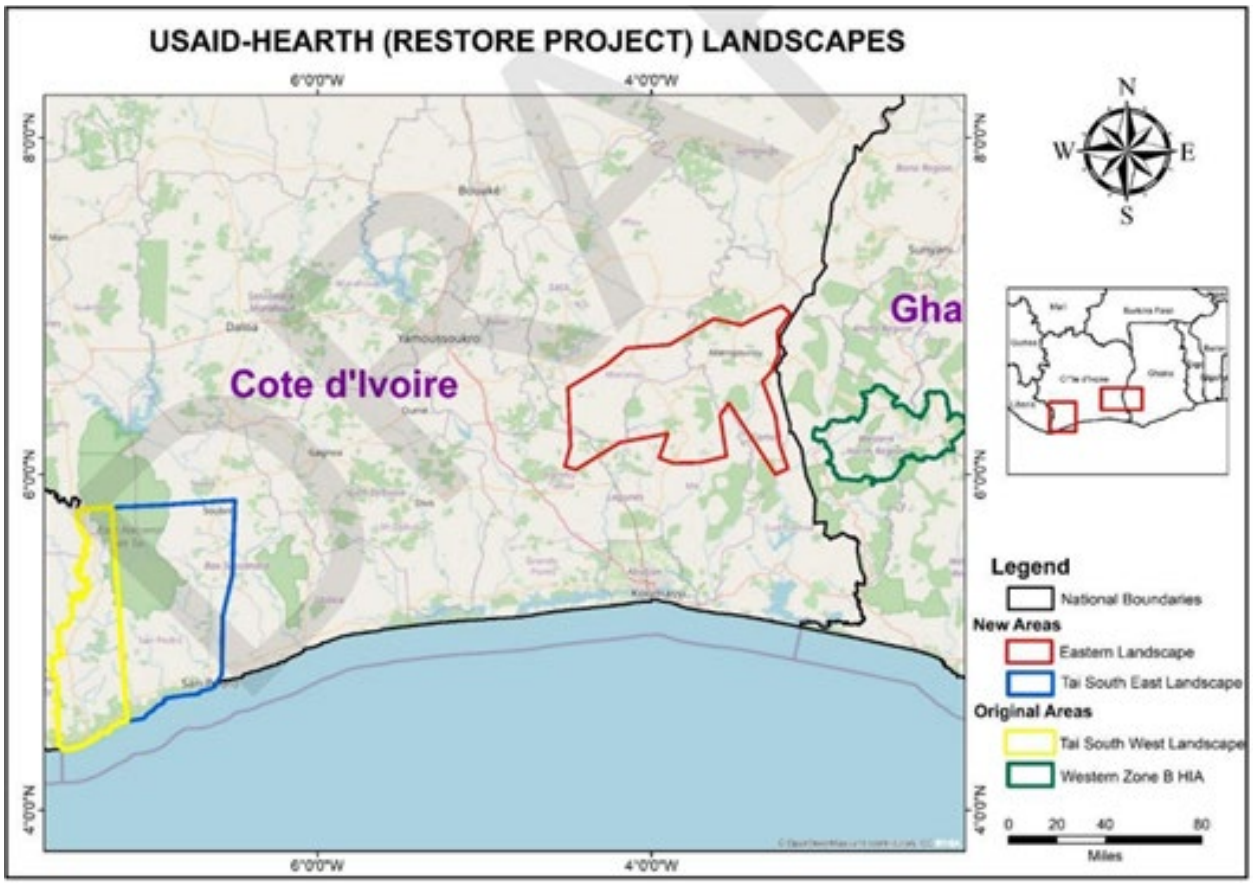
1. Background & Purpose

The United States Agency for International Development (USAID) has commissioned a team under the Integrated Natural Resource Management (INRM) Task Order to design and implement the baseline for an impact evaluation (IE) of the Resilient Ecosystem and Sustainable Transformation of Rural Economies (RESTORE) Activity in 2023 The purpose of the RESTORE Activity is to demonstrate a scalable and regionally replicable model for community-led governance, natural resource management, and biodiversity conservation that aligns with regional and government priorities in cocoa production landscapes in the Guinean forests of Ghana and Côte d'Ivoire. It aims to establish the technical capacity, policy implementation approaches, and economic incentives to bring cocoa producing families, governments, and private sector actors together in a joint endeavor to secure improved livelihoods from cocoa farming, alongside increased tree cover and a scalable contribution to national and corporate emission reductions targets.

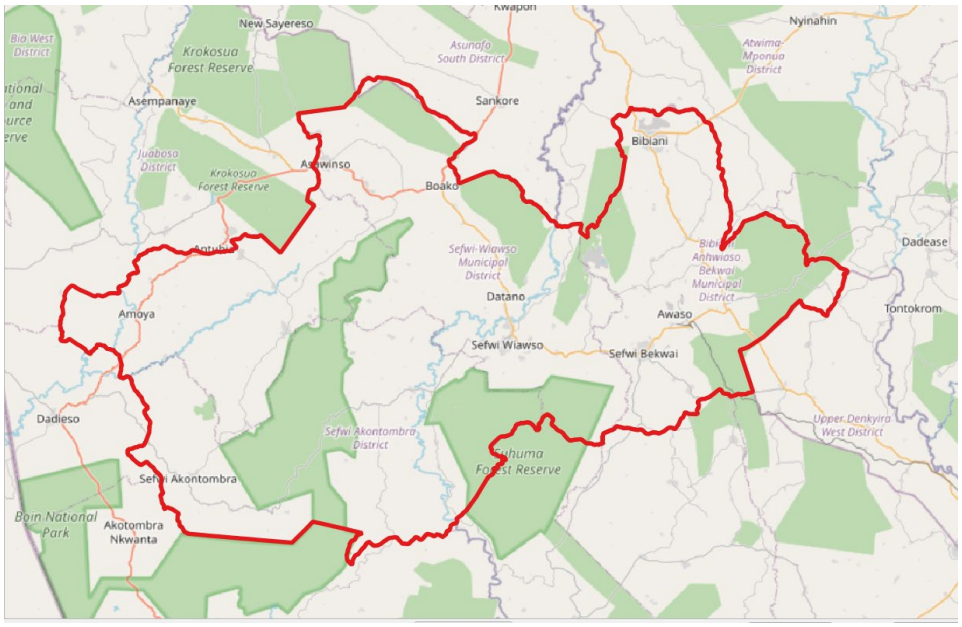
RESTORE's specific objectives are:

- Objective 1: Increase tree cover on and off farm in the cocoa production landscapes.
- Objective 2: Enable effective and inclusive participatory governance for conserving forest and restoring degraded land in the landscapes.
- Objective 3: Build capacity and market incentives for farmers to apply climate-smart production practices and increase benefits from cocoa farming for women and young people.
- Objective 4 Facilitate economic diversification in cocoa farming communities, creating enabling conditions for economic and social empowerment of women and young people.

The RESTORE Activity will be established and supported in three selected target areas in the Guinean forest with one landscape in Ghana (Sui River Landscape) and two landscapes in Côte d'Ivoire (Eastern Landscape and Taï National Park Landscape).



DAI is responsible for the design and overall technical oversight of the RESTORE Impact Evaluation baseline and intends to subcontract the baseline human-subject data collection to a West African data collection firm. The objective of this request for proposals (RFP) is to solicit technical and cost proposals for the Ghana ecological portion of this data collection. Separate RFPs will be issued for the Cote d'Ivoire ecological data collection as well as social data collection for both countries. Offerors may apply to one or multiple opportunities, but each application must be submitted separately and will be reviewed and scored independent of other submissions. The landscape area for Ghana is zoomed in on the map below. It specifically spans four political districts (Bodi, Sefwi-Wiawso, Sefwi Akontombra, Bibiani-Anhwiaso-Bekwai).



The sections that follow further detail the scope of work and technical requirements for this assignment, as well as guidelines for proposal submission. Note that the parameters outlined in this scope of work represent the scope of work currently anticipated but is subject to slight adjustment.

2. Scope of Work

DAI is seeking to subcontract a firm that is highly experienced in carrying out large-scale ecological surveys in Ghana to conduct data collection between January and March 2024. Offerors must submit proposals that demonstrate a clear understanding of the assignment, address all aspects of the scope of work detailed in the following sections, and clearly demonstrate their ability to complete the work without sacrificing quality, explicitly discussing any relevant trade-offs to be considered as part of the technical approach.

2.1 Technical Approach

Baseline data collection and analysis will include ecological assessment of the off-farm planting areas, and ecological assessment of the on-farm planting areas.

In this section, we will describe the scope of work for A) Data Collection; B) Fieldwork Preparation; C) Data Quality and Monitoring; D) Confidentiality & Data Security; E) Challenges/ Risks; F) Timeline. Offerors' technical proposals must be structured into the following sections, addressing all required points described below.

2.1.1.A. Data Collection

Offerors should describe in depth as part of the technical proposal their procedures for conducting each of the following data collection activities for both off-farm and on-farm ecological assessments.

2.1.1.A.1 Off-farm

RESTORE's off-farm planting in Ghana consists of around 40 hectares of community land (5-6 discrete sections) identified by local villages for restoration. The study area will include these 40 hectares of land and an additional 40 hectares of comparison land without RESTORE programming (or any other off-farm planting programs).

The outcomes areas of interest for the off-farm area are 1) Forest quality (forest carbon and 3D forest structure); 2) Biodiversity (Species richness and species abundance of key species important to habitat and zoonosis disease transmission); 3) Entomological survey (pollinators and mosquitoes); 4) Water quality; 5) Soil quality. The data collection activities to assess these off-farm ecological outcomes include the activities below.

1. GIS boundary mapping of study area (~80 hectares), including selection of comparison sites.
2. Drone for LiDAR/Remote sensing: 3D forest structure for forest carbon estimation and forest quality
1. Transect walks for forest quality and animal biodiversity
   Establishing a minimum of 60 tree plots and measuring the diameter and heights of all trees, from which the evaluation can derive estimates of forest carbon using allometric equations that relate tree measurements to tree biomass
3. Acoustic recorders for biodiversity measurement
   Recorders placed minimum of 100m from each other. For example, a 12ha plot can be divided into 4 quarters, with 24h recordings conducted in 2 quarters on odd days, then recording in the other 2 quarters on even days. Each plot can have 4 days of recordings (i.e., 2 recordings on each quarter of the 12Ha plot), with recordings repeated every week for 3 months)
4. Insect traps for ecologically and socially (health and agriculture) relevant insects, such as mosquitos and pollinators
5. Water Quality Testing
   Including characterization of the physio-chemical environment of aquatic ecosystems; Characterization of the ecological status of the waters determining the level of chemical (heavy metals and pesticides) and microbiological pollution of aquatic ecosystems; mosquito larvae abundance.
6. Soil quality testing (soil pedon profiling and laboratory analysis of the soil samples)
7. Camera traps of ecologically important species and species of interest to zoonotic disease transmission

DAI does not have a map of the sites. Thus, for the task "GIS boundary mapping of study area", prior to the start of data collection, the Offeror will map the 40 hectares of the community land with the guidance of the RESTORE implementing partners. DAI have identified a general area in the West of the Sui River landscape to serve as a general comparison area. After the mapping of the program restoration land, the Offeror is expected to select 40 hectares of comparison sites that matches the range of ecological and socio-ecological contexts on the RESTORE off-farm planting sites. The Offeror must include how they will select the comparison sites. This can be done through GIS data supplemented with

local guides. The program and potential comparison hectares are distributed across four political districts (Bodi, Sefwi-Wiawso, Sefwi Akontombra, Bibiani-Anhwiaso-Bekwai) in the Sui River landscape.

For each of the other data collection activities, the Offeror must include in the method description how they plan to sample from the 80ha of land (40 ha in program area, 40 ha in comparison area), how they plan to collect the data, appropriate frequency of data collection, how they plan to process and analyze the data collected if applicable, and the forms of the data that will be delivered to DAI. We describe above additional parameters for some activities based on our knowledge of the context, but the Offeror should propose alternative approach if they deem more appropriate. The final methods would be decided through collaborative refinement with the DAI team post-award.

2.1.1.A.2 On-farm

RESTORE programs include agroforestry programs in 50 villages. DAI has identified 50 other villages on the Sui River landscape to serve as comparison villages. The ecological data collection will collect data on 5 cocoa farms in each of the program and comparison villages (500 farms total). As the fieldwork of the social and ecological data collection will happen simultaneously, the ecological data collection team will obtain the list of cocoa farms to survey from the social data collection team. In program villages, the social data collection team will randomly select 5 people from the Land Management Board members list, and the ecological data collection team will collect data on one farm plot from each of the 5 households. In the comparison villages, the social data collection team will randomly select 5 cocoa-farming households from the cocoa households surveyed for the ecological team members to collect data from.

The outcomes of interest of the on-farm area are 1) Forest quality (forest carbon and 3D forest structure); 2) Biodiversity; 3) Entomological survey (pollinators and mosquitoes); 4) Water quality; 5) Soil quality. They are similar to the off-farm outcomes. The data collection activities to assess these on-farm ecological outcomes include the activities below.

1. Transect walks
2. Acoustic recorders for biodiversity measurement
3. Insect traps (10 CDC light traps every 10m from a shade tree)
4. Water Quality Testing (if applicable to the plot sampled)
5. Soil quality testing
6. Camera traps
7. Temperature readings (hourly temperature)

For each of the data collection activities, the Offeror must include in the method description how they plan to sample from each cocoa farm plot and collect the data, appropriate frequency of data collection, how they plan to process and analyze the data collected, and the forms of the data that will be delivered to DAI. We describe additional parameters for some activities based on our knowledge of the context, but the Offeror should propose alternative approach if they deem more appropriate. The final methods would be decided through collaborative refinement with the DAI team post-award.

2.1.1.B. Fieldwork Preparations

Prior to the start of data collection, the Contractor will be required to complete the following tasks. Technical proposals must briefly describe the Offerors' approach to each task, as well as any practical or logistical challenges or risks that would be encountered with proposed mitigation strategies.

- Develop data collection manuals for each data collection activity
- Conduct data collection team recruitment and training for each data collection activity.
- Prepare data collection equipment for each data collection activity
  Obtain government permissions to access the sites (if needed)

2.1.1.C. Data Quality and Monitoring

Offerors should describe in depth as part of the technical proposal their procedures for ensuring quality and monitoring field team performance throughout data collection. Required aspects of quality control include daily team debriefs and supervisor direct observation. During data collection, the Offeror will submit weekly reports providing a brief overview of progress made and any key issues/challenges faced, including actions taken or planned to address/mitigate issues, and track progress against the field plan. After data collection is complete, the Offer will submit a final fieldwork data collection report, summarizing results/completion of data collection, any deviation from targets, and other notes related to overall results/achievement compared to the field plan and issues/challenges faced throughout.

At minimum, this section must address measures taken to ensure that data collection teams are properly trained and have adequate comprehension of the procedures before starting data collection; measures to monitor, supervise, and course-correct the performance of field teams during data collection; and corrective measures that will be taken in the event of any discrepancies or performance issues during data collection. Note that DAI may at its discretion request replacement of field team members deemed to be performing inadequately in training or in the field.

2.1.1.D. Data Processing and Sharing

All data collected as part of this SOW must be made available to the evaluation team for integration with other data sources as part of the RESTORE activity evaluation. Raw image files and other forms of data must be processed to a format suitable for analysis in statistical software, and data must be shared with sufficient geographic information to be analyzed together with other geospatial data sources (e.g., remote sensing data on land use, tree cover, etc.). Offerors should include in their proposal whether programs and command files for analysis and outcome construction can be shared to ensure a standardized approach across RESTORE evaluation rounds and replicability. The Offerors should describe in-depth the data processing and sharing approach and timeline, as well as a description of final datasets and analysis to be delivered to DAI for each activity.

2.1.1.E. Challenges / Risks

Describe any other potential challenges anticipated in successfully implementing the data collection not otherwise included above, as well as proposed ways to mitigate these challenges. This could include challenges, risks, or limitations related to seasonality, holidays or observances, or others.

2.1.1.F. Timeline

Please include a detailed timeline by week from contract signing, field preparation, field work, data processing and analysis to close-out, that matched the Offeror's proposed team structure and size. Please also describe the timeline for each of the data collection activity listed in Section 2.1.1.A.

3. Reporting and Deliverables

The subcontractor will be required to submit the following reports. DAI will provide report templates as guidance to the Subcontractor following execution of a subcontract.

- Inception Report: 1 week after contract signing
    - Inception Report must include detailed plans/protocols regarding Staffing Structure, Permissions and Clearances, Equipment, Fieldwork Manuals, Training, Piloting, Sampling and Data Collection, Quality Assurance, Risks and Mitigation, Workplan with timeline.
- Fieldwork manuals (French) and Training schedules (3 days ahead of scheduled training)
- Training and Field Preparations Report: within one week of training
    - Training and Field Preparations Report to include details regarding the Field Team Training, including final schedules, and summary of steps that have been taken in Fieldwork Preparations, General Observations/ Issues/Challenges, Questions- Specific Observations/ Issues/ Challenges, Final Fieldwork Team and Requests to SI.
- Weekly Reports: throughout entirety of data collection
    - Weekly reports to include Summary of Progress in data collection and quality control for all field teams, Issues/Challenges & Mitigation.
- Fieldwork Data Collection Completion Report, and all raw data, following completion of all data collection
    - Fieldwork Data Collection Completion report will include Final Count/Description of all data collection activities completed, Final Count/Description of all Quality Checks completed, Final List of Issues/Challenges & Mitigation). Raw dataset include electronic data entry of all paper forms used and electronic files of acoustic recorder, camera trap and GIS mapping.
- Inception Report: 1 week after contract signing
- Fieldwork Preparations Completed and memo summarizing field preparations: following completion of preparations
- Weekly Fieldwork Reports: throughout entirety of data collection
- Final Fieldwork Data Collection Report: following completion of all data collection
- Final processed Datasets and Analysis Report: Per the data processing timeline determined by the Offeror.
    - Analysis Report will include detailed description of the steps of analysis taken to arrive at the final processed datasets.

4. Payment Schedule

The Subcontractor will submit invoices according to the payments listed below. Weeks are estimated, and relative to contract signing. Submission dates for each deliverable invoiced and DAI approval dates should be specified on the invoice. Invoices will not be processed prior to DAI accepting deliverables/milestones in writing.

Payment	Deliverables /	Week	%
1	Inception Report	1	15
2	Fieldwork manuals and Training schedules Training and Field Preparations Report	3	15
3	Weekly Fieldwork Reports (for all weeks of fieldwork)	11	25
4	Final Fieldwork Data Collection Report and Raw Datasets	13	25
5	Final, Processed Datasets and Analysis Report	15	20
Total	--	--	100%

The subcontractor should budget for all costs associated with performing this work including any travel or other direct costs.

Attachment A: Budget Template

https://docs.google.com/spreadsheets/d/1G7Yai4ibowcXBM_TutbSyAL64BNhTn8H/edit?usp=sharing&ouid=117390152403052268785&rtpof=true&sd=true

Attachment B: Questions and Answers

Questions and Answers

Request for Proposals (RFP) INRM-034: RESTORE Ecological Baseline Assessment in Ghana

Link To Recording of Bidders Conference

https://drive.google.com/file/d/1W7Iktbbyz1Iys0F_bbmNQHtGQmQtCDw4/view?usp=sharing

Q: According to payment schedule, each week of data collection should be reported to you?

> **A:** Correct, but this pertains only to the weeks where field work is ongoing (not during the preparation stage). These are not large reports but a summary on what work has been done, data quality checks, and any notable issues.

Q: Regarding the CVs, how many pages are given.

> **A:** The three CVs for key personnel should be a *total* of eight pages with two additional pages available for other staffing information (total of 10).

Q: Can you provide more information on the forest ecology expert/animal biodiversity expert?

> **A:** This is a large data collection effort; we are looking to take a diverse range of measurements. For the team composition we are looking for a Team Lead as the point person for the entire contract, but we anticipate additional support being needed from the Field Managers with specific expertise covering the range of data collection activities.

Q: Forest and soil is quite large so could it be an expert in soil science?

> **A:** Yes.

Comment: Offeror has a diverse range of staff, expertise, and personnel (including students) beyond the three named personnel.

> **A:** We anticipated bids from a diverse range of institutions. To allow for comparability between bids offerors need to name (and provide CVs) for the three key personnel in the RFP. The additional two pages of the personnel section can be used to explain any additional support and expertise the offeror expects to bring to their team. Both the three named personnel as well as the offerors overall staffing approach will be considered.

Q: With the current segmentation of ecological and social RFPs is this one submission or separate.

A: They need to be separate. Each proposal for each RFP will be evaluated separately.

Q: If you look at the Ghana side is the focus on only off-farm?

A: No, there is an on-farm component though you are correct that the focus is off-farm. However, you will need to write to both portions in your proposal (both off-farm and on-farm).

Q: For costing out, it would be good to know more about what timeline we are looking at, when things will take place, how many staff we will need to conduct it on time.

A: During the first deliverable, the workplan, we will detail out the timeline to come to an agreement. Our restriction for the data collection is the rainy seasons. We are aiming to start data collection mid-January to finish before the rainy season. When thinking about your field team in the proposal, that is what you should aim for and then work forward for field preparations. Afterwards, for data processing, you should propose what is reasonable for your team. The report is anticipated for September.