

November 01, 2023

## Invitation to Tender – Bioeconomy and Non-Timber Forest Products in Peru

<b>Project:</b>	<b>Bioeconomy and non-timber forest products in Peru</b>
<b>Tender for:</b>	Strengthening NTFPs and bio businesses in Peru
<b>Activity Number</b>	P4F-0841
<b>The Company:</b>	[Palladium International Limited
<b>Closing Date and Time:</b>	[November 14, 2023 – 12:00 pm – Lima, Peru time zone]
<b>Contact Person:</b>	Alejandra Medina Medrano
<b>Details for submission:</b>	<a href="mailto:alejandra.medina@thepalladiumgroup.com">alejandra.medina@thepalladiumgroup.com</a>
<b>Tender Validity Period:</b>	December 15, 2023
<b>Number of Hard Copies of Tender:</b>	N/A
<b>Jurisdiction</b>	Peru

Thank you for your interest in the above procurement, the Company invites you to tender for this activity. This pack includes:

- 🕒 Part 1: Terms of Reference (TOR)
- 🕒 Part 2: Conditions of tender
- 🕒 Part 3 and 4: Technical and financial selection criteria
- 🕒 Part 5: Client Terms and Conditions
- 🕒 Part 6: Standard contract template which the successful tenderer is required to sign once the agreed commercial terms have been included.
- 🕒 Part 7: Declaration by Tenderers

Please forward your Tender in accordance with the Details for Submission above by the Closing Date and Time to dd.

I look forward to your response. If you have any queries, please do not hesitate to contact me by e-mail [alejandra.medina@thepalladiumgroup.com](mailto:alejandra.medina@thepalladiumgroup.com) (cc [paulo.pulgarin@thepalladiumgroup.com](mailto:paulo.pulgarin@thepalladiumgroup.com))

Yours sincerely,

Alejandra Medina Medrano

Investment Associate

Partnerships for Forests (P4F) – The Palladium Group

## Part 1 – Terms of reference

### 1. Background

Partnerships for Forests (P4F) supports investment models in which the private sector, public sector, and communities can achieve improved returns from sustainable forests and sustainable land use. The five-year program in Latin America is funded by the UK Foreign, Commonwealth & Development Office (FCDO) as part of its commitment to help countries mitigate and adapt to climate change. Currently, the program operates in Central, East, and West Africa, Southeast Asia, and most recently since 2018 in Latin America.

Through grants and technical assistance (TA), the program helps selected partners move through the stages required to get to market – from idea development and memorandum of understanding (MOU) to business planning, negotiation and piloting, and finally to commercial scale-up. By creating market-ready 'Forest Partnerships' that offer an attractive balance of risks and benefits for the private sector, public sector, and communities, the program aims to mobilize significant investment, principally from the private sector. The program also supports demand-side measures that create strong demand for sustainable commodities and activities to create the right enabling conditions for sustainable investment. Partnerships for Forests operate according to a principle of additionality. This means that grants and TA must not substitute or replace the organization's core funding or subsidize activities that private sector companies or other partners should undertake themselves.

One of the key areas that P4F focuses on is supporting businesses that improve land use, forest protection and livelihoods, including non-timber forest products (NTFPs) and sustainable value chains that rely on standing forest, habitats and ecosystems. Overall, supporting businesses and companies that sustainably use the forest to underpin the development of local and regional bioeconomy, which plays a pivotal role in the sustainable utilization of biological resources, promoting economic growth while minimizing environmental impact. NTFPs market includes a wide array of products such as fruits, mushrooms, resins, and essential oils harvested from forests and other natural ecosystems. NTFPs contribute significantly to livelihood improvement of communities that live in the forest while they also encourage and promote the preservation of its ecosystems, aligned with P4F's theory of change. NTFPs can be harvested without causing deforestation, being an economic alternative to illegal logging and crucial in maintaining biodiversity and the carbon sequestration of forests.

For countries with important extensions of tropical forests, NTFPs can be a suitable strategy that can lead to forest conservation, to halt deforestation and the well-being of local communities. For instance, according to Global Forest Watch, Peru had a tree-cover loss of 3.86 M ha between 2001 and 2022, equivalent to a 4.9% decrease in tree cover since 2001. In 2022, the country lost 236k ha of natural forest, equivalent to 155 Mt of CO<sub>2</sub> emission (Global Forest Watch<sup>1</sup>). As well, NTFPs businesses in the country have increased in the last years, according to the Convention on Biological Diversity (CBD). These have grown 20% in exports of bioproducts, as well as a 25% increase in surface dedicated to organic or ecological production in the couple of years previously to 2021. Forest-related products and businesses are growing with annual values totalling USD 250M (Convention for Biological Diversity<sup>2</sup>).

In Peru, Partnerships for Forests has supported two projects that are well aligned with non-timber forest products and forestry plantations using native Amazonian trees. The first one with the AJE group that supported the strengthening of aguaje and camu-camu value chains, and the second one with Form International Peru, on establishing a pilot plantation and out grower program in central Perú. In addition, the UK Embassy in Lima has been supporting initiatives related to NTFPs of indigenous communities, which are mainly related to the harvest and commercialization of superfruits, medicinal plants, handicrafts, sustainable fashion and bushmeat, among others.

Although there are several donors, multilateral actors, and public and private sector entities supporting NTFPs and forest-related businesses in Peru, many challenges are to be overcome, and many opportunities to be taken for the consolidation of a bioeconomy. Some of these are related to a lack of resource access (finances,

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<sup>1</sup> Source: Global Forest Watch: <https://www.globalforestwatch.org/map/country/PER/>

<sup>2</sup> Source: Convention for Biological Diversity: <https://www.cbd.int/countries/profile/?country=pe>

skills, technologies, etc.), market access players, and basic infrastructure (Meinhold, 2019).<sup>3</sup> Additional challenges are associated with public policies and regulation around harvesting permits, research, and development, among others. Overcoming these barriers is crucial for unlocking the full economic and ecological potential of NTFPs in Peru, contributing to both rural development and forest conservation.

## 2. Objectives of the assignment

- i.* Identify challenges and opportunities to support the development of indigenous businesses that work around NTFPs in the Peruvian Amazon region. Inquire about these business needs and identify their market access barriers, investment needed, and commercialization improvements. Find market opportunities for these businesses, and facilitate the link between producers and buyers, especially from the Peru and UK niche markets.
- ii.* Map the public policies related to NTFPs and from this, provide recommendations on how to overcome bottlenecks identified or ways to improve these policies that can lead to support NTFP business.
- iii.* Based on P4F learned lessons in Colombia and Brazil in NTFPs, identify and perform key cross-learning experiences with Peruvian key stakeholders on how to overcome obstacles and barriers in market access and policy aspects.
- iv.* Identify key actors in Peru that are promoting NTFPs, as well as key events, conferences and working groups.

The company/consultant to be hired will have weekly follow up meetings, as well as a permanent communication with P4F and the UK Embassy in Lima during the project implementation.

## 3. Scope of the assignment

- Identify market opportunities for local indigenous groups initiatives, facilitating the link between producers and buyers, especially from the Peru and UK niche markets. Systematize information on barriers and challenges identified for indigenous NTFPs businesses.
- Identify the key barriers, incentives, requirements, motivations and interests of international companies, particularly from the UK, to understand their needs and motivations for acquiring Peruvian NTFPs.
- Identify the main programmes or initiatives at national level that work with NTFPs businesses to map other spaces for negotiation and access to impact investors.
- Provide public policy recommendations based on gap analysis for promoting NTFPs and bioeconomy based on the partners' experiences.
- Promote knowledge sharing with stakeholders and partners on bioeconomy and NTFP from Colombia, Brazil, and Peru (virtually or face to face).
- Support current efforts of the UK Embassy in Lima to promote the commercialization and visibility of indigenous sustainable products.

Main activities expected to be performed by the company hired:

- Map potential buyers (for Peru and UK markets) interested in NTFPs and identify their requirements in terms of quality, volumes, certifications to be complied, among others, to buy NTFPs.
- On indigenous NTFPs to identify their needs in terms of market access, investment, marketing, among others.
- Seek spaces to bring main points for discussion with key stakeholders that are promoting NTFPs and contribute to the discussion of NTFPs business to scale in Peru.
- Analyse the existing policy gaps around NTFPs and how to improve them. This should be done by an analysis performed by the consultant company hired, as well as by promoting discussion spaces with national/regional authorities, actors involved in the value chain, and academic and civil society when possible.
- With the support of the P4F team, identify lessons learned regarding market access and public policy for NTFPs to thrive in other Latam countries, with a special focus on Brazil and Colombia.

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<sup>3</sup> Source: Meinhold K, Darr D. The Processing of Non-Timber Forest Products through Small and Medium Enterprises—A Review of Enabling and Constraining Factors. *Forests*. 2019; 10(11):1026. <https://doi.org/10.3390/f10111026>

- Support the Indigenous Chamber of Commerce to identify barriers and opportunities around NTFPs and sustainable forest products.
- Develop the final reports on the main findings, obstacles, and ways to overcome them for NTFPs to thrive in market access and policy aspects.
- With the support of P4F and the UK Embassy in Lima, identify critical events where the main findings of this consultancy can be disseminated, and present them at least in one event lead by the British Embassy in Lima.

#### 4. Duration and phasing

The activity is to commence on November 20, 2023, and end on February 29, 2024. Time length of the consultancy: 3 months and 2 weeks.

The activity will have only one output and three milestones to be complied:

#### **Output 1. Identify barriers and obstacles that do not let NTFPs businesses thrive.**

- Milestone 1: Identify market access barriers for indigenous businesses on NTFPs by conducting primary and secondary research and identify business opportunities.  
*Deliveries expected:*
  - *Map of key NTFPs buyers in Peru and international markets, especially the UK;*
  - *Main findings from the meetings, workshops or others held with NTFPs buyers to identify requirements and product's needs.*
  - *Notes of workshops performed with NTFPs businesses and other actors to identify on their side the main constraints to meet market demands;*
  - *Organize meetings to bridge the gap between buyers and sellers to explore potential purchase alliances.*
  - *One final report containing market barriers and requirements to be fulfilled by indigenous NTFPs businesses and identify potential areas/spaces of articulation. First draft of this report should be ready by Jan 25, 2024. The results will be presented in the Bioeconomy Taskforce Event, that would be held by February 2024 (date to be defined).*
- Milestone 2: Assessment of policy and regulations that do not let NTFPs to thrive.  
*Deliveries expected:*
  - *One document with the relevant public policy and regulations related to NTFPs.*
  - *One final report delivered with the key policy and regulations obstacles identified and recommendations and alternatives to remove the restrictions. This document should contain information gaps, regulatory barriers, or opportunities for improvement of regulatory/planning aspects identified in the market barriers/gaps. It is suggested that meetings and workshops are performed with key stakeholders to identify policy and regulation constrains.*
- Milestone 3. Identify cross learning experience with of international experiences on access to market for NTFPs businesses and public policy improvements  
*Deliveries expected:*
  - *One report with lessons learned and cross-learning that can be useful to the Peruvian NTFP market and disseminate it among key stakeholders from private and public sector, donors, and NGOs. This report will contain the insights from the work performed to identify successful experiences in terms of public policy and market access for NTFPs from Brazil and Colombia and other international experiences.*
- Milestone 4. Determine key actors and spaces that are working to boost NTFPs markets.  
*Deliveries expected:*
  - *Identify key actors from the public sector, donors, NGOs, companies, or other types of initiatives with which synergies can be established.*
  - *Identify key spaces for the promotion and market access for NTFP business for indigenous communities (business rounds, high impact events, fairs, etc) in Peru but at the international level.*
  - *Share the main insights of this consultancy with the key actors identified.*
  - *Identify other programmes and initiatives that work with NTFPs businesses and have access to impact investors or participate in enterprise rounds, and in one document analyse lessons learned.*

**Area of intervention:** Peru, with an emphasis on the Amazon region.

*The development of deliverables will be frequently monitored by P4F and the British Embassy in Lima.*

5. Financial component

Please refer to Part 5 for details relating to the preparation of the financial submission.

6. Responsibilities of the Company

N/A

7. Contractor responsibilities

- 🕒 To be prepared to sign the Standard Contract Terms.
- 🕒 The Company may require additional information from the company selected. Approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.
- 🕒 To have in place insurance policies covering Professional Indemnity and Public Liability.
- 🕒 To have any relevant registrations (including tax registrations) in the activity Jurisdiction.

## Part 2 – Conditions of tender

### 1. Tender content

- 1.1. The tender must contain the following:
  - 1.1.1 a cover letter (no longer than 1 page) to the tender for the activity (specify the Activity number), including the signed declaration contained in Part 7;
  - 1.1.2 a technical submission (in the form detailed in Part 3);
  - 1.1.3 a financial submission (in the form detailed in Part 4).
- 1.2. Every Tender needs to state in the submission:
  - 1.2.1 in the case of an individual, full or given names, surname and address;
  - 1.2.2 in the case of a trust, the full names and addresses of each trustee of the trust;
  - 1.2.3 in the case of a company, NGO or other registered entity, the full name of the entity, the address of the registered office of the entity, the relevant registration number and a copy of the certificate of registration; and
  - 1.2.4 If relevant, a list (including CVs if requested) of all the nominated personnel expected to contribute to the performance of the TOR, including their names, surnames, title of their position and their proposed level of effort.
- 1.3. Tenders are to be written in English, Arial font 12
- 1.4. 'The Tenderer' (where capitalised) means the person or organisation to whom this invitation has been sent, the person or organisation responding to this invitation (as applicable). Depending on the context, an uncapitalised version of 'tenderer' may also refer to the Tenderer.

### 2. Tender Assessment Process

- 2.1. Tenders must comply with the requirements of the TOR. Failure to submit a Tender including the information required by the TOR (or this Tender generally) will factor into The Company's assessment of the level of compliance of the Tender and may result in rejection of the Tender.
- 2.2. The Company will evaluate Tenders on the following basis:
  - 2.2.1 a technical assessment;
  - 2.2.2 a financial assessment;
  - 2.2.3 any other factors which may impact on the Tenderer's potential performance.
- 2.3. The Company reserves the right:
  - 2.3.1 to accept or reject any tender, and to annul the tendering process thereby rejecting all tenders, at any time prior to the award of contract at its sole discretion;
  - 2.3.2 to cancel or vary the Invitation to Tender process at any time whether before or after the closing date;
  - 2.3.3 to reject any tender that does not adhere to the structure and content requirements as outlined in these Terms and Conditions;
  - 2.3.4 to recall tenders from any source including those tenderers who have already submitted tenders, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for this action;
  - 2.3.5 to accept Tenders for the whole or any part of the requirement;
  - 2.3.6 to require that tenderers submit to the Company's Due Diligence process prior to or after the submission of Tenders; and
  - 2.3.7 to negotiate with the most favourable tenderer should it be deemed that the offered prices are unreasonable or greater than the targets set in the planning process.
- 2.4. The Company shall not be bound by any advice given or information furnished by it.
- 2.5. The conduct of this Invitation to Tender is not intended to give rise to any legal or equitable relationship.
- 2.6. Any inducements and rewards intended to influence the outcome of the Tendering process will result in Tenderer's immediate suspension from the process.
- 2.7. Your Tender will be valid for the Tender Validity Period specified on p.1.

### 3. Technical Assessment

- 3.1. The Technical Assessment will be undertaken by an internal procurement committee.
- 3.2. The Company may specify weighting for assessment criteria in Part 4.

### 4. Financial Assessment

- 4.1. Following consideration of the technical merit of Tenders, a like-for-like price assessment may be undertaken by The Company of the Tenders assessed as technically suitable.
- 4.2. Tenderers should note that financial submissions for those Tenders assessed by the Procurement Committee as not technically acceptable will not be subject to financial assessment.
- 4.3. Unless otherwise specifically stated, prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

- 4.4. The contract price, which must include any and all other charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.
- 4.5. Additionally, if requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.
- 4.6. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

## **5. Acceptance of Tenders**

- 5.1. The Company is not bound or required to accept the lowest priced Tender or any Tender.
- 5.2. A Tender will not be deemed to be accepted unless and until a Contract in the form listed in Part 7 is signed by the Company and the Tenderer (with the agreed commercial terms included).
- 5.3. The Company reserves the right to enter into negotiation with any other tenderer if contract negotiations cannot be concluded with the preferred Tenderer.

## **6. Alternative Tenders**

- 6.1. The Company reserves the right to accept and consider alternative Tenders providing they:
  - 6.1.1 are submitted with a compliant Tender;
  - 6.1.2 clearly identify the differences and improvements offered.

## **7. Non-Compliant Tenders**

- 7.1. Tenders will be regarded as non-compliant if they do not comply with any part of the requirements of this Invitation to Tender.
- 7.2. The Company may, however, in its absolute discretion evaluate any non-compliant Tender.

## **8. Lodgement of Tenders**

- 8.1. It is the responsibility of the Tenderer to ensure that the Tender is received by the Company by the closing date and time prescribed in this Invitation to Tender. A Tender lodged after the closing date is a late Tender.
- 8.2. A late Tender will normally not be considered unless it can be demonstrated by the Tenderer that the Tender would have arrived at the tender point by the required date and time as prescribed in this Invitation to Tender but, for reasons proven by the Tenderer, it did not. The Company may allow a late Tender to be assessed at its absolute discretion.
- 8.3. The Company will not consider or entertain any queries about a decision to assess or reject a late Tender.

## **9. Tenderer Costs**

- 9.1. Tenderers are responsible at their own cost to:
  - 9.1.1 make all arrangements and obtain and consider all information relating to the TOR;
  - 9.1.2 prepare, deliver and lodge their tender;
  - 9.1.3 deal with any issues, including disputes, that may arise out of the tendering process.

## **10. Confidentiality**

- 10.1. The Tenderer acknowledges that in the course of this Tender, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this Tender and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person.
- 10.2. The Tenderer will not disclose or use any Confidential Information except to the extent that such disclosure or use:
  - 10.2.1 is strictly necessary for submitting the Tender;
  - 10.2.2 is required by relevant laws;
  - 10.2.3 is authorised by prior written approval from the Company; or
  - 10.2.4 occurs after the Confidential Information already is or comes into the Tenderer's possession (or in the public domain) otherwise than pursuant to this Tender, pursuant to a separate confidentiality undertaking by the Tenderer or a third parties' (or that parties') unauthorised disclosure.
  - 10.2.5 If the Tenderer is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company.
  - 10.2.6 The parties agree that this obligation applies during the Tender and after the completion of the process.

**11. Request for Information**

11.1. Any prospective tenderer may within a reasonable time before the closing date request information on any point of clarification in this Tender. The information requested shall be given in writing by the Company as soon as practicable. Where in the opinion of the Company the information could have an effect on other tenderers, that information may at the Company's sole discretion be given in writing to all known prospective tenderers.

**12. Business Partner Code of Conduct**

12.1. Tenderers shall comply with the Company's Business Partner Code of Conduct in the submission of any tenders. The Code is currently available at [thepalladiumgroup.com/policies](http://thepalladiumgroup.com/policies).

**13. Unsuccessful Tenders**

13.1. Unsuccessful Tenders will be notified in writing and shall be entitled to feedback regarding their tender.

**14. Tenderer Acceptance of Conditions**

14.1. A Tender lodged in response to this Invitation to Tender does so with agreement to these Conditions of Tender unless any departures from these Conditions are detailed in the cover letter of the submission. The Company reserves the right to reject any departure from these Conditions of Tender, and thereby determine that the tender submission is non-conforming for that reason.

**15. Conflict of Interest**

15.1. Tenderers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

**16. Inconsistencies**

16.1. If there is inconsistency within this ITT, the following order of precedence shall apply:

- 16.1.1 these Terms and Conditions;
- 16.1.2 the Cover Page of this ITT; and
- 16.1.3 Part 5 – Client Terms
- 16.1.4 Part 6 – Standard Contract
- 16.1.5 Part 1 – Terms of Reference
- 16.1.6 Part 4 – Financial Assessment Selection Criteria
- 16.1.7 Part 3 – Technical Assessment Selection Criteria
- 16.1.8 the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

**17. Jurisdiction**

17.1. This Tender process shall be subject to the laws of the Jurisdiction.

17.2. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

17.3. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

17.4. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

17.5. Should the claim involve a State, a State-controlled entity, or an intergovernmental organization, the case shall be administered by the International Bureau of the Permanent Court of Arbitration.



## Part 3 – Technical assessment selection criteria

### Requirements for the Technical Submission

The Technical Submission must:

1. be in a type font of no less than 12 points;
2. be in a single column format;
3. be five pages or less in length;
4. have attached up-to-date CVs relevant to the activity of the preferred consultant/s (no longer than 4 pages), including contact details for two referees who can comment on recent experience relevant to the application.

The following selection criteria and weighting will be used in the assessment process to assess the technical capacity of the Tenders.

### Minimum requirements to be met by the consultant company (30 points)

Experience	Points
1. A minimum of 4 years of experience on interdisciplinary consultancies, especially related to environment, natural resources, markets and private sector, etc. With a track record of good project delivery. Include a table as part of the proposal of all the related projects the company has implemented recently with information of project name, objective or brief description, time frame, client/donor, amount.	5
2. Documented experience/knowledge in bioeconomy, environment, and NTFPs in Peru with the private sector as well as with local and national authorities.	5
3. Experience evaluating or promoting recommendations for the Peruvian public policy.	5
4. Experience in market access analysis for products related to food, health, and cosmetics. Proven experience articulating with international markets, especially the UK.	5
5. Demonstrated ability to gather data on complex and inexistence areas of knowledge and foster synergies and interinstitutional collaboration. This will be by previous projects track record.	5
6. Proven experience managing at least 2 projects of same or more than GBP 30,000.	5

### Minimum requirements to be met by the personnel (total points 30)

Role	Academic Credentials	Experience	Points
Consultant Team Lead	Master's degree in forestry, environmental science, environmental engineering, economy, public policy, social science, or other relevant academic background combined	<ul style="list-style-type: none"> <li>- Minimum 6 years of professional experience in value chains and/or green business, NTFPs, indigenous businesses, forestry, and market development.</li> <li>- Experience managing teams</li> <li>- Proven experience of working in at least 2 consultancy projects related to market access, public policy recommendations, NTFPs, environment in Peru. consultancies</li> <li>- English and Spanish proficiency</li> </ul>	20

Business Development Specialist	Bachelor's degree in economics, Finance, Business, or another relevant academic background, with a specialization in access to market for food and cosmetic products.	<ul style="list-style-type: none"> <li>- Minimum of 5 years of professional experience.</li> <li>- Experience identifying and generating strategies for market access to products</li> <li>- Experience in bioeconomy and forest economy</li> </ul>	5
Policy specialist	Bachelor's degree in economics, political science, law, or another relevant academic background related to government and public policy, laws.	<ul style="list-style-type: none"> <li>- Minimum of 5 years of professional experience.</li> <li>- Specific experience working on the design, implementation and/or evaluation of public policy and regulatory frameworks related to environment, sustainability, biodiversity, NTFPs, in Peru.</li> </ul>	5

#### Quality of the proposal (40)

Information included in the proposal	Points (40)
The proposal complies with the activities and scope stated in the ToRs.	20
The proposal complies with the activities and scopes stated in the ToRs and describes the methodology to be used to carry out the work.	30
The proposal complies with the activities and scopes set out in the ToRs. As well, includes relevant information on actors to be interviewed, policies to be considered, current state of NTFPs in Peru, and proposes innovative methodologies to achieve the scope proposed in the ToRs.	40

1. Up-to-date CVs relevant to the activity of the consultant/s including the names and contact details of two referees must be attached (no longer than four pages in length).
2. The technical submission format **must** clearly address the criteria above as this will impact on the assessment process. Please remember the technical submission should not exceed five pages.
3. Financial proposal: Proposals that do not exceed the established budget (GBP 30,000) will be evaluated.

## Part 4 – Financial assessment selection criteria

Insert detail here, including desired budget, assumptions on quoting, etc

Key information to include:

- Payment shall be made in GBP
- All prices are to be inclusive of relevant taxes
- Unit cost of goods related to workshops performed like catering, stationary, among others
- Tenderers shall state whether the prices offered are:
  - o firm, that is prices offered shall not be varied either up or down for any reason;
  - o firm for a period, in which case the period must be stated;
- Quote format, e.g.
  - o Price proposal:
    - Delivery
    - Take into consideration that the compliance of each activity established per milestone has a specific cost:

### Cost per milestone and deliverable

Milestones	Total cost per milestone	Deliverables	Cost per deliverable
Milestone 1: Identify market access barriers for indigenous businesses on NTFPs by conducting primary and secondary research and identify business opportunities	\$ 15,000	Map of key NTFPs buyers in Peru and international markets, especially the UK;	\$ 2,500.00
		Main findings from the meetings, workshops or others held with NTFPs buyers to identify requirements and product's needs.	\$ 2,500.00
		Notes of workshops performed with NTFPs businesses and other actors to identify on their side the main constraints to meet market demands;	\$ 2,500.00
		organize meetings to bridge the gap between buyers and sellers to explore potential purchase alliances	\$ 2,500.00
		One final report containing market barriers and requirements to be fulfilled by indigenous NTFPs businesses and identify potential areas/spaces of articulation. First draft of this report should be ready by Jan 25, 2024. The results will be presented in the Bioeconomy Taskforce Event, that would be held by February 2024 (date to be defined).	\$ 5,000.00
Milestone 2: Assessment of policy and	\$ 5,000	One document with the relevant public policy and regulations related to NTFPs.	\$ 2,000.00

regulations that do not let NTFPs businesses to thrive.		One final report delivered with the key policy and regulations obstacles identified and recommendations and alternatives to remove the restrictions. This document should contain information gaps, regulatory barriers, or opportunities for improvement of regulatory/planning aspects identified in the market barriers/gaps. It is suggested that meetings and workshops are performed with key stakeholders to identify policy and regulation constrains.	\$ 3,000.00
Milestone 3: Identify cross learning experience with of international experiences on access to market for NTFPs businesses and public policy improvements	\$ 5,000	Deliver one report with lessons learned and cross-learning that can be useful to the Peruvian NTFP market and disseminate it among key stakeholders from private and public sector, donors, and NGOs. This report will contain the insights from the work performed to identify successful experiences in terms of public policy and market access for NTFPs from Brazil and Colombia and other international experiences .	\$ 5,000.00
Milestone 4. Determine key actors and spaces that are working to boost NTFPs markets.	\$ 5,000	Identify key actors from the public sector, donors, NGOs, companies, or other types of initiatives with which synergies can be established.	\$ 1,000.00
		Identify key spaces for the promotion and market access for NTFP business for indigenous communities (business rounds, high impact events, fairs, etc) in Peru but at the international level.	\$ 1,000.00
		Share the main insights of this consultancy with the key actors identified.	\$ 500.00
		Identify other programmes and initiatives that work with NTFPs businesses and have access to impact investors or participate in enterprise rounds, and in one document analyse lessons learned.	\$ 2,500.00

## Part 5 – Client Specific Provisions

*Non applicable*

## Part 6 – Standard Contract Template

Contract template can be find in the same link where the proposal is published

## Subcontractor Agreement

## Part 7 – Declaration by Tenderers

Tenderers shall submit their tender with the following declaration:

*I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.*

*Where requested by the Company, I/We will promptly provide the certificates or other documents referenced in this ITT.*

*I/We understand that any information given by us will be relied on and used by the Company to assess my/our suitability to participate further in this potential procurement.*

*I understand that the Company may reject my/our Tender if it is non-compliant, or false/misleading in any way.*

*Where this statement is being provided by an individual on behalf of the Company, that individual has the necessary corporate authorisation to provide the declaration on behalf of the Company.*

*I / We have not communicated to any person other than the Company the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I / we or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above.*

*I/We have not engaged in any behaviour which has or could contravene Bribery Act 2010 (UK), the Foreign Corrupt Practices Act (US) or any similar legislation.*

*I/We have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this tender) which could give rise to a perception of bribery or corruption in relation to the Tender or any other dealings between the parties.*