

Natural Capital Finance Alliance

Advancing Environmental Risk Management

Request for proposal

Tender specifications to (i) develop a rapid natural capital risk assessment process for financial institutions and (ii) pilot natural capital risk assessment and integration into existing financial institutions' risk assessment models.

Summary

The Natural Capital Finance Alliance (NCFA) is seeking to contract an entity to assist in the implementation of the Advancing Environmental Risk Management project. The contractor will work closely with the NCFA secretariat and financial institutions in Colombia, Peru and South Africa to help these institutions identify, measure and integrate natural capital-related risks in their existing risk management processes.

Core deliverables

- Development of a process for financial institutions to follow for undertaking a rapid natural capital risk appraisal, based on lessons learned from implementation with the participating financial institutions.
- Develop and implement one case study of quantitative natural capital risk measurement and integration for each of the financial institutions participating in the project (4 – 7 financial institutions).
- Narrative report outlining the methods used, outcomes, and recommendations on process for integrating natural capital risk consideration into existing risk management processes.
- Participation in outreach activities.

Key deadlines

- Submission of proposal deadline: 17.00 GMT 19 January 2018.
- Awarding of proposal: 26 January 2018.
- Signing of contract: February 2018.
- Completion of project: October 2018.

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1. Instructions to Tenderers

General

These instructions are designed to ensure that all Tenderers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. If you have any queries, please email tenders@natcapfinance.org

Tenderers should read these instructions carefully before completing the Tender documentation. Failure to comply with these requirements for completion and submission of the Tender Response may result in the rejection of the Tender.

Tenderers are advised therefore to acquaint themselves fully with the extent and nature of the services specified and contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Tenderer accepts these Conditions of Participation.

The documentation must be accepted in its entirety and no alteration or modification by the Tenderer can be allowed unless notified and confirmed in writing by the NCFA Secretariat¹ before the closing date for submission of Tenders. If any alteration is made or if the instructions are not fully complied with the Tender may be deemed non-compliant and not further considered by the NCFA Secretariat.

¹ The NCFA Secretariat is formed by Global Canopy Programme and UNEP Finance Initiative. See Tendering Organisations for more information.

It is the Tenderer's responsibility to ensure that all calculations and prices and other data in the Tender are correct at the time of submission. No amendment to the Tender documents will be allowed after the closing date for submission of Tenders. Unless otherwise explicitly set out, prices should be fully inclusive of all costs involved in delivering the Service and complying with the contract.

Your Tender should remain open for acceptance for a period of **3 (three) months**. A Tender valid for a shorter period may be rejected.

This Tender is in no way binding on the NCFA Secretariat. The NCFA Secretariat reserves the right to amend, add to or withdraw all or any part of this Tender at any time during the procurement exercise. The NCFA Secretariat's contractual obligations commence only upon signature of the contract with the successful tenderer.

The NCFA Secretariat will not be liable for any Tender costs, expenditure, work or effort incurred by a Tenderer in proceeding with or participating in this process including if the process is terminated or amended by the NCFA Secretariat.

Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the NCFA Secretariat does not intend to depart from the timetable it reserves the right to do so at any stage.

Please note that the NCFA Secretariat will be closed from 22 December 2017 to 2 January 2018.

Activity	Date	Comments
Launch of tender	18 December 2017	Advertised externally
Deadline for request of clarifications	5 January 2018	
Deadline for submission of offers	19 January 2018	At 17.00 GMT
Date of evaluation of offers	23 January 2018	Estimated
Interviews	24 January 2018	Interviews may be held should further clarifications be required, so please keep this date free
Notification of award to the selected Tenderer	26 January 2018	Estimated
Contract signature	9 February 2018	Estimated

Consortia

A "consortium" means two or more persons, at least one of whom is an economic operator, acting jointly for the purpose of being awarded the contract.

If you are bidding as a consortium, the following information must be provided:

- Full details of the consortium (including details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex)

- The information requested in Appendix 1 section B and C is required in respect of each of the consortium's constituent members as part of a single composite response, save for financial information which must be provided in respect of the legal entity which will enter into the contract (subject to the ability to rely on the financial information of another organisation if required).

If your consortium is not proposing to form a corporate identity, full details of alternative proposed arrangements should be provided. However, please note that the NCFA Secretariat reserves the right to require a successful consortium to form a separate legal identity.

The NCFA Secretariat recognises that arrangements in relation to consortia may (within limits) be subject to future change. You should therefore respond in the light of the arrangements as currently envisaged, and note that any future proposed change in relation to consortia must be notified to the NCFA Secretariat so that it can make a further assessment by applying the selection criteria to the new information provided.

Sub-Contracting

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.

Where sub-contractors will play a significant role in the delivery of the services being tendered for, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement, noting that ultimate responsibility will always rest with the prime contractor.

The NCFA Secretariat recognises that arrangements in relation to sub-contracting may be subject to future change. However, any changes to sub-contractors after the contract has been awarded will require prior approval from NCFA Secretariat. You should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and may therefore affect your ability to deliver the goods and/or services being tendered for.

Submission of Tenders

Tenders and any documents accompanying them must be in the English language.

All offers must be submitted electronically by email to: tenders@natcapfinance.org by **17.00pm on 19 January 2018 (GMT)**. No hard copy of your proposal is required.

Failure to submit your Tender by the closing time and date may result in your Tender not being considered.

Communication between NCFA Secretariat and the tenderers

Communication between the NCFA Secretariat and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

At the request of the Tenderer, the NCFA Secretariat may provide additional information solely for the purpose of clarifying the nature of the contract. All questions and queries regarding this invitation to offer must be submitted by email to tenders@natcapfinance.org by **5pm on 5 January 2018 (GMT)**. The response to questions will be issued by on the Natural Capital Finance Alliance website (www.naturalcapitalfinancealliance.org/aermtender2017) by 17.00 GMT 10 January 2018.

The NCFA Secretariat may also, on its own initiative, provide additional information regarding any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

The Natural Capital Finance Alliance website (www.naturalcapitalfinancealliance.org/aermtender2017) will be updated regularly and it is your own responsibility to check for updates and modifications during the tendering period.

After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the NCFA Secretariat may contact the tenderer provided the terms of the tender are not modified as a result.

Contracting organisation

The contract with the Tenderer will be issued by either Global Canopy Programme or UNEP Finance Initiative. Appendix 4 includes model contracts for both organisations. Significant changes to the contract terms will not be agreed. Any minor variations required under either model contract should indicated with the tender submission.

2. What is the NCFA?

The Natural Capital Finance Alliance (NCFA) is a collaboration with the finance sector to lead the integration of natural capital considerations into financial decision-making. It was launched as a set of Commitments, the Natural Capital Declaration, at the UN Conference on Sustainable Development (Rio+ 20 Earth Summit) in 2012. It drives innovation and develops the practical tools that enable financial institutions to better understand risks, pursue opportunities, and establish the foundations for resilient long-term economic growth. The Alliance is supported by over 75 signatories and supporters that include financial institutions and other stakeholders.

The NCFA Secretariat is comprised of the United Nations Environment Programme's Finance Initiative (UNEP FI) and the Global Canopy Programme, who work in partnership through an MOU to manage the NCFA.

The NCFA Secretariat is working with financial institutions to implement pilot projects to advance capabilities to natural capital considerations into financial decision-making. Supported financially by governments and foundations, the NCFA is implementing a work programme of pilot projects to develop and test practical methodologies and tools to strengthen the capacity of banks, fund managers, asset owners and insurers to manage risks and opportunities linked to natural resources and environmental assets. The NCFA

work programme is overseen by a Steering Committee of Signatories and Supporters, with independent input from an Advisory Network.

Global Canopy Programme (GCP) is an innovative, entrepreneurial non-profit organization. We work on the market forces driving deforestation. We focus on the corporate supply chains that are cutting forests down, and the big finance funding forest destruction. Our work brings unprecedented transparency to the complex global supply chains that run from farms in forest regions to consumers worldwide, and to the trillions of dollars in investment and lending that power them. The Global Canopy Programme is a registered UK charity, number 1089110. www.globalcanopy.org

UNEP FI is a unique global partnership between the United Nations Environment Programme (UNEP) and the global financial sector. UNEP FI works closely with over 200 financial institutions who are Signatories to the UNEP FI Statements, and a range of partner organizations, to develop and promote linkages between sustainability and financial performance. Through peer-to-peer networks, research and training, UNEP FI carries out its mission to identify, promote, and realise the adoption of best environmental and sustainability practice at all levels of financial institution operations. www.unepfi.org

3. Project Description

The Natural Capital Finance Alliance (NCFA) is seeking to contract one or several entities to implement part of its Advancing Environmental Risk Management (AERM) project. This project aims to enable financial institutions to better understand, assess, and integrate natural capital-related risk – the risk that businesses they lend to or invest in see their production disrupted because of an interruption in the flow of goods or services that they depend on nature to provide - into their existing risk management processes. The AERM project is funded by the Swiss Secretariat for Economic Affairs (SECO) and the MAVA foundation.

Having already produced a comprehensive knowledge base detailing how businesses depend on nature to enable their production processes, and what the associated risks may be (Phase 1 of the project), the project is now entering a phase of data application (Phase 2). Phase 2 will put the information gathered in Phase 1 to use with 4 to 7 partnering financial institutions² in Colombia, Peru and South Africa by conducting natural capital risk assessments and exploring how such risks can be integrated in existing risk management processes. For this phase, we are seeking to contract consultants who will be working with the NCFA secretariat and piloting financial institutions to develop assessment processes and tools to enable the integration of natural capital risk in existing processes.

The assignment will start in March 2018 and run until October 2018.

² It is currently estimated that the project will be undertaken with between 4 and 7 partnering financial institutions (1 to 3 per country). The rapid natural capital risk appraisal and pilots need to be undertaken with each of these institutions separately. Activities should be costed per financial institution. The financial institutions are selected by the NCFA secretariat.

Phase 1

In the context of this project we define natural capital related risk as the risks arising from the disruption of key ecosystem service flows by alterations in the state, quantity or quality of natural capital assets underpinning them. In other words, we are looking at how businesses depend on nature to provide goods and services that enable their production processes and the risk that this provision be disrupted with negative consequences for the financial institutions that invest in or lend to these businesses.

The first phase of this project, which ran from January to December 2017, focused on reviewing the current body of relevant knowledge and information on natural capital risk to make it available in a simple and structured way to users in the financial sector. Every sector of the economy was broken down into sub-industries and production processes to collect information about the role of natural capital in their production processes. This provides a systematic view of which services from nature different sectors of the economy depend on for their operations. For each of these dependencies, information on the type of ecosystem that provides the service was collected along with information on the principal threats to these ecosystems.

Accordingly, Phase 1 of the project produced a systematic description of the specific natural capital risks that businesses are exposed to and collected data needed to qualify and quantify this risk exposure on a location-specific basis. This stock-taking exercise also highlight the current gaps in knowledge that require further research before more precise risk analysis can be undertaken. See Appendix 4 for a Sample of Data from Phase 1.

An additional work package of Phase 1 will be developing the user interfaces and visualisations that will enable financial institutions and other interested stakeholders to access and analyse the information that will be collected through the first phase activities. This will take place in 2018.

Phase 2

We are currently looking forward to Phase 2 of the project, to start in early 2018. This phase will put the information gathered in the first phase to use with partnering financial institutions in Colombia, Peru and South Africa by conducting natural capital risk assessments and exploring how such risks can be integrated in existing risk management processes. For this phase, we are seeking to contract consultants who will be working with the NCFAs secretariat and piloting financial institutions to develop assessment processes and tools to enable the integration of natural capital risk in existing processes.

4. Activities and Deliverables

Activity 0 (to be costed separately): Materiality of natural capital risk to production processes

Note: The decision on whether to go ahead with this activity will depend on constraints of timeline and budget. If it is not feasible, this analysis will only be undertaken as needed for the sectors and processes that are covered in activities 1 and 2 of the project and will need to be integrated into these activities respectively.

The aim of this activity is to assess how material natural capital dependencies are to businesses' production processes. Natural capital dependencies have been identified for all economic sectors by identifying how they enable production processes. At this stage however, only the existence of the dependency is identified and there is no information about the sensitivity of the production processes to the dependency.

- Review information on economic sectors, production processes and natural capital dependencies produced in the project's first phase and determine a process for assessing the materiality of the natural capital dependencies production processes.
- Conduct the assessment and determine a quantitative measure of materiality of identified natural capital dependencies for each of the listed production processes.

Output: internal report to the project team, to be validated by the project's advisory committee.

Estimated time: 4 weeks (in parallel with early engagement with financial institutions).

Activity 1: Rapid Natural Capital Risk Assessment

The aim of this activity is to conduct an overall assessment of the financial institutions' credit/lending activities (or the part of it that the piloting institutions wishes to have analysed) to determine areas of vulnerability to natural capital risk.

Activity 1.1: Analysis of the financial institutions' activities and processes

Work alongside each of the piloting financial institutions to provide a detailed overview of activities and risk management processes. Focus on:

- Detailed description of the financial institution's activities or of the part of the institution's activities on which the assessment is conducted: geographies, sectors, financial instrument type.
- Detailed description the financial institutions' risk assessment procedures: teams, reporting, regulatory environment, processes.

Output: Internal report to project team.

Estimated time: 3 weeks.

Activity 1.2: Developing a rapid natural capital risk appraisal for financial institutions

- Develop natural capital risk matrix based on Phase 1 outputs (see Appendix 4) for each institution: analyse the geographical and sectoral allocation of activities and highlight the areas of highest exposure to natural capital risk.
- Refining and contextualisation of risk matrix with bank and external experts: validate and refine the results of the analysis through extensive consultation.

Output: Report to the banks and project team. Validation with stakeholders (project advisory committee, in-country advisory committees).

Estimated time: 3-4 weeks.

Activity 2: Piloting analysis and integration

- Pilot study framing: Use the outcome of the natural capital risk matrix to select a focus (sector/commodity/asset class/region) for the pilot study taking the following into consideration: data availability, risk analysis feasibility, interest of the FI, and alignment with project needs.
- Pilot implementation:
 - Develop a quantitative assessment framework for the selected natural capital risk.
 - Apply the framework, arriving at a quantitative assessment of the natural capital-related risk that can be integrated in the institutions' existing risk management processes.
 - Develop recommendations on process for integrating natural capital risk consideration into existing risk management processes.

Output: Internal report outlining details of methodology and findings of all case studies for presentation to participating banks and project team.

Estimated time: 2-3 months depending on number and scope of selected pilot studies.

Activity 3: Synthesis report and launch activities

Activity 3.1 Synthesis report

- Synthesis report outlining activities undertaken and project outcomes, this should include
 - Methodology followed for the project - this needs to be transparent to enable replication.
 - Clear process for carrying out a rapid natural capital risk appraisal for financial institutions based on the experience of developing the natural capital risk matrix in the piloting financial institutions.
 - Detailed description of case studies of natural capital risk quantification and integration activities, along with any findings.
 - Lessons learnt and recommendations.

Activity 3.2 Outreach

- Outreach and launch activities:
 - Participation in one main launch event and three in-country launches
 - Present a recorded webinar on the project and its findings.
 - Assist in development of communication materials as needed.

5. Work plan

Activity 0: March 2018.

Activity 1: March to April 2018.

Activity 2: May to August 2018.

Activity 3: July to October 2018 for report preparation. Outreach activities will run between September and December 2018.

6. Budget

The NCFA secretariat has earmarked around USD 1/2 million for this phase of the project, including VAT where applicable. There is flexibility in this budget allocation. Tenderers should indicate areas in their budget where savings could be made or additional costs added.

7. Reporting structure

The selected consultants will report to the NCFA's senior project manager in charge of the AERM project and to the senior researcher. For activities with the partnering financial institutions in the project's priority countries, the consultants will collaborate closely with NCFA's in-country associates who are in charge of ensuring that the alignment between the project objectives, the financial institutions wishes and the feedback of the in-country advisory committees.

8. Inputs to be provided by NCFA secretariat

- Establishment of financial institution partnerships.
- Access to all information gathered in the project's first phase (see Appendix 4 for data samples from Phase 1).
- Access to experts and backstopping on environmental science underpinning the natural capital risk assessment.
- Coordination of review process with project's advisory council.
- Workshop coordination and launch event management.

9. Timing of payments

Payments will be made based on each activity. Up-to 30% of the price for each activity can be invoiced at the start of that activity, and the balance after all deliverables have been agreed. Any required deviation from this must be mentioned in the tender submission.

10. Tender format and selection criteria

Consultants wishing to be considered for this work should address a full proposal to the NCFA secretariat (tenders@natcapfinance.org). The proposal should set out in detail how the consultants propose to carry out the activities outlines in this request. It should include a

detailed breakdown of number of people/days per activity and per financial institution as well as any other costs such as travel. It should also contain a timeline of proposed activities specifying the staff and other resources needed to carry out each activity. The proposal should list all key staff to be involved on the project along with their relevant professional experience and qualifications.

Considerations

- **Technical proposal:** suitability to pursue the professional activity – technical and professional ability.
- **Financial proposal:** cost effectiveness.
- **Economic and financial:** the economic & financial standing of the tendering organisations are sufficient such that a project of this size is not subject to risks linked to their stability or reliability.

Technical proposal

The purpose of this Tender is to:

- Understand if your organisation/consortium has the necessary experience and resources to undertake the work outlined for the satisfactory completion of the project. Multidisciplinary expertise is required across the research team. Collaboration between consultancies/academia and applications as a consortium are strongly encouraged to ensure a relevant, high-quality and rigorous approach to the role of ecosystem services in economic production processes, the risks that disruption in these services may cause for businesses and the banks that provide them with financial services, and the risk appraisal and management systems that are needed to enable banks to integrate these considerations in their existing processes.
- Solicit a joint proposal with your organisations' ideas - approximately 20 pages excluding annexes - presenting details on how you would endeavour to undertake the project. Technical proposals should be in the following format: Arial font, size 11, with line spacing of 15 points.

We are seeking proposals for technical and professional delivery of the project. Your proposal should include written answers to address the following questions to demonstrate technical and professional ability:

- Risk management expertise of the organisation across the relevant risk classes: credit risk (including considerations of capital adequacy under appropriate regulatory frameworks), operational risk, market risk and environmental risk.
- Experience in developing stress tests for financial institutions.
- Experience in quantifying economic capital for large, diversified banks.
- Expertise of the organisation on the interactions between businesses and natural capital.
- Regional experience of the organisation: past work, existing resources, and networks in Colombia, Peru, and South Africa.

- Qualifications of the key personnel: experience, management skills, linguistic skills, specific technical expertise (see above).
- Appropriateness of proposal: understanding of project objectives, effective work plan, clearly defined activities, plans for effective internal and external communication.
- Cost effectiveness and clarity of budget.

	Selection criteria	Weighting %
1	Experience of the organisation(s)	30
1.1	Please provide written evidence of the technical experience, capabilities and resources of the tenderer or consortium related to the following issues: <ul style="list-style-type: none"> - Risk management expertise - Expertise on the interaction between businesses and natural capital - Regional experience in Colombia, Peru, and South Africa 	
2	Concept and work plan	30
2.1	What is your concept, work plan and technical approach to meet the project objectives?	
	What are the key issues to consider in implementation?	
	How would you structure project implementation?	
2.2	What are the main conceptual options for implementation?	
2.3	How would you monitor and evaluate the rigour of the project deliverables?	
3	Special advantages / risks	20
3.1	Please outline any special advantages / risks that you consider relevant to the organisation(s) in relation to undertaking the project outlined above. Why do you wish to be considered for undertaking the project and why you consider your organisation(s) to be suited to the task? What would the organisation(s) bring to the project overall?	

Please provide CVs including information on the following:

5	Qualification of proposed staff	Weighting %
5.1	Lead Expert(s)	10

	- Professional experience and qualifications	
6	Technical and professional ability	5
8	- Linguistic skills (state language) - Spanish	5

The financial proposal

Costs should be itemised for:

Activities and deliverables	Time (days)	Rate	Cost (USD)
<p>Activity 0 Materiality of natural capital risk to production processes</p> <p><i>Note: The decision on whether to go ahead with this activity will depend on constraints of timeline and budget. If it is not feasible, this analysis will only be undertaken as needed for the sectors and processes that are covered in activities 1 and 2 of the project and will need to be integrated into these activities respectively. Please budget this separately as an activity for doing this across all economic sectors and only doing this for pilot implementation for the 4 – 7 financial institutions under activities 1 and 2.</i></p> <ul style="list-style-type: none"> Review information on economic sectors, production processes and natural capital dependencies produced in the project's first phase and determine a process for assessing the materiality of the natural capital dependencies production processes. Conduct the assessment and determine a quantitative measure of materiality of identified natural capital dependencies for each of the listed production processes. 			
<p>Activity 1.1: Analysis of the financial institutions' activities and processes</p> <p>Work alongside each of the piloting financial institutions to provide a detailed overview of activities and risk management processes. Provide a detailed description of the financial institution's activities or of the part of the institution's activities on which the assessment is conducted: geographies, sectors, financial instrument type. Provide detailed description the financial institutions' risk assessment procedures: teams, reporting, regulatory environment, processes.</p>			
<p>Activity 1.2: Developing a rapid natural capital risk appraisal for financial institutions</p> <p>Develop natural capital risk matrix based on Phase 1 outputs for each institution: analyse the geographical and sectoral allocation of activities and highlight the areas of highest exposure to natural capital risk. Refining and contextualisation of risk matrix with bank</p>			

and external experts: validate and refine the results of the analysis through extensive consultation.			
<p>Activity 2: Piloting analysis and integration (4 – 7 financial institutions)</p> <p><u>Pilot study framing</u></p> <ul style="list-style-type: none"> Use the outcome of the natural capital risk matrix to select a focus (sector/commodity/asset class/region) for the pilot study taking the following into consideration: data availability, risk analysis feasibility, interest of the FI, and alignment with project needs. <p><u>Pilot implementation</u></p> <ul style="list-style-type: none"> Develop a quantitative assessment framework for the selected natural capital risk. Apply the framework, arriving at a quantitative assessment of the natural capital-related risk that can be integrated in the institutions' existing risk management processes. Develop recommendations on process for integrating natural capital risk consideration into existing risk management processes. 			
Activity 3.1 Synthesis report outlining activities undertaken and project outcomes.			
Activity 3.2 Outreach and launch activities.			
TOTAL STAFF/CONSULTANCY COSTS			
TRAVEL			
- Travel costs – in-country implementation			
- In person meetings with NCFI secretariat (Geneva, London, or Oxford)			
- Travel cost – Launch events			
TOTAL TRAVEL COSTS			
-			
TOTAL QUOTATION			

Where the no of participating financial institutions has an impact on the price, please indicate how this would change between 4 and 7 participants.

Financial and economic standing

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract. Tenderers are requested to submit the last 2 years of audited accounts to provide evidence of financial stability. If audited accounts are not available, then other evidence of financial & economic standing should be submitted.

11. Selection process

Complete proposals need to be submitted before 17.00 pm (GMT) on the 19 January 2018.

Tender evaluation

The Tender process will be conducted to ensure that Tenders are evaluated fairly to ascertain the most economically advantageous tender from the NCFA Secretariat's point of view.

All Tenders will be evaluated in the following way:

Step 1 - All responses will first be checked for completeness. Please ensure you compile a complete response fully. Failure to do so may result in you being disqualified from the process, although the NCFA Secretariat reserves the right to request clarification where there is a clear error or omission.

Step 2 – Responses that were not disqualified under Steps 1 above will then be evaluated using the selection criteria outlined above.

Award of Contract

Tenderers will be informed whether their tender has been accepted via email. It is their responsibility to provide a valid email address together with their contact details in their tender and to check it regularly.

The NCFA Secretariat will inform all Tenderers of the outcome of the exercise after a decision has been made.

Notifications to unsuccessful tenderers will include:

1. The name of the successful tenderer.
2. The scores of the successful tender.
3. The scores of unsuccessful tenderers.

Following a Standstill period of 10 calendar days, day 1 being the day after despatch of the notification, it is NCFA Secretariat's intention to finalise the contract.

Additional Information

Freedom of Information

All information provided by you in your response to this Tender will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that the Council considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation or code of practice.

Confidentiality

By receiving this Tender you agree to keep confidential the information contained in the Tender or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this Tender.

Material Changes

At any time before the award of the contract, the NCFA Secretariat reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its Tender unless substantial justification can be provided to the satisfaction of the NCFA Secretariat. Where a Tenderer becomes aware after having submitted a Tender of a change in circumstances or information supplied, it should notify the NCFA Secretariat of this as soon as possible.

Non-Disclosure Agreements

In delivering this Tender the Tenderer may be required to sign Non-Disclosure Agreement with the financial institutions that will govern data sharing.

Tenderer Checklist

Tenderers should ensure that they have completed and included the following before returning their responses:

- The technical proposal.
- The financial proposal.
- A completed Appendix 1 – Tender Form and Questions.
- The last 2 years of audited accounts (if audited accounts are not available, other evidence of financial & economic standing should be submitted).

Failure to submit these documents may result in your response being deemed non-compliant and not further considered by the NCFA Secretariat.

12. Appendices

Please download the appendices at www.naturalcapitalfinancealliance.org/aermtender2017

Appendix 1: Tender Form and Questions

Appendix 2: Mandatory and Discretionary Criteria

Appendix 3: Draft Conditions of Contract

Appendix 3a Global Canopy Programme

Appendix 3 b UNEP Finance Initiative

Appendix 4: Data sample from Phase 1

Appendix 4a AERM Phase 1 information overview

Appendix 4b Sector dependencies sample

Appendix 4c Ecosystem service factsheet sample

Appendix 4d Data sources sample