

Ecosystem-Based Adaptation and Mitigation in Botswana's Communal Rangelands

ANNEX 10: Procurement Plan

Conservation International

Procurement Plan

I. General

1. **Project information:** Ecosystem-Based Adaptation and Mitigation in Botswana's Communal Rangelands
2. **Version of the Plan:** Version 3.0 dated November 13, 2020
3. **Approval Date of the Procurement Plan:** November 13, 2020
4. **Date of General Procurement Notice:** Not applicable
5. **Period covered by this procurement plan:** Full implementation (Years 1-9)
6. **Other Arrangements:** The project will provide sub-grants to BUAN and RARE. The Accredited Entity's approved Procurement and Guidelines reviewed and accepted by the Fund will apply under these grants. Procurement will be carried out by Grant Recipients themselves and procurement plan will be agreed between the EE and Grant Recipient

More information on CI's procurement policy can be found at <https://www.conservation.org/docs/default-source/gcf/ci-procurement-policy-v1-1.pdf>

II. Goods, Works and non-consulting services.

The EE must submit an annual Procurement Plan that includes all procurements of 5,000 USD or greater. Additional prior review of solicitation documents and/or vendor selection is required per the table below, or at the AE's discretion at the time of the annual Procurement Plan review and approval process:

1. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by the AE/Fund

	Procurement Method	Threshold for use of method	AE Prior Review Threshold (USD)	Comments
1.	Tier 1- Micropurchase	US: <2,000 Field offices: Determined locally	None	No competitive price analysis required
2.	Tier 2 - Micropurchase	US: \$2,001 to \$4,999 Field offices: Determined	None	Purchaser must document research of multiple vendors (at least 3).

		Locally		
3.	Tier 3 – Small purchase	US: \$5,000 to \$14,999 Field: Determined Locally	None	Purchaser must solicit bids from least 3 vendors. At a minimum, the bids must be submitted on vendor letterhead. Best practice uses a Request for Quotation.
4.	Tier 4 – Medium Purchase	\$US: 15,000-\$49,999 Field: Determined Locally	None	Purchaser must issue a targeted solicitation, including Request for Quotations or Proposal. Selection is based on evaluators' scores and written rationale for selection required.
5.	Tier 5 – Large Purchase	US: \$50,000 and up Field: Determined Locally	50,000	Free and open competitive procurement: formal Request for Proposal publicly advertised for a minimum of three weeks; convene Selection Panel to score and evaluate proposals; written rationale for selection required.
6.	Sole Source		5,000	CI discourages procurement of goods and services on the basis of sole source. Sole source procurement is allowable only under specific circumstances outlined in the CI policy.
7.	Preferred Vendors List		5,000	A preferred vendors list is allowable for services or goods that are required on a regular, recurring basis, at least monthly for a one-year term

2. Prequalification (for complex Civil Works)

Not applicable to this project

3. Procurement Packages with Methods and Time Schedule

Please see supplementary Annex 10 Appendix A.

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
1			Planned									
			Actual									
2			Planned									
			Actual									
3			Planned									
			Actual									
Total For Goods												

III. Selection of Consultants

The EE must submit an annual Procurement Plan that includes all procurements of 5,000 USD or greater. Additional prior review of solicitation documents and/or vendor selection is required per the table below, or at the AE's discretion at the time of the annual Procurement Plan review and approval process:

- 1. Prior Review Threshold:** Selection decisions subject to Prior Review by AE/Fund:

	Selection Method	Prior Review Threshold	Comment
1.	RFP or RFQ for Tier 4 purchases	None	Purchaser must issue a targeted solicitation, including Request for Quotations or Proposal. Selection is based on evaluators' scores and written rationale for selection required.
2	RFP or RFQ for Tier 5 purchases	50,000	Free and open competitive procurement: formal Request for Proposal publicly advertised for a minimum of three weeks; convene Selection Panel to score and evaluate proposals; written rationale for selection required.

- 2. Short list comprising entirely of national consultants:** Short list of consultants for services, estimated to cost less than \$100,000 equivalent per contract, may comprise entirely of national consultants in accordance with the Fund's interest in encouraging the development and use of National Consultants from partner countries of operation.
- 3. Any Other Special Selection Arrangements:** [including advance procurement and retroactive financing, if applicable] Not applicable to this project.

4. Consultancy Assignments with Selection Methods and Time Schedule

1	2	3	3	4	5	6	7	8	9	10	11	Comment
Ref . No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	
1												

1	2	3	3	4	5	6	7	8	9	10	11	
Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selectio n Method	Review by AE/Fund (Prior / Post)	Issuance of Expressio n of Interest	Finalize shortlist and issue RFP	Proposals Submissio n Date	Complete Technical Evaluatio n	Complete Financial Evaluation	Negotiate and Award	Comment
2												
3												

Please see supplementary Annex 10 Appendix A.

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)