

July 28, 2005



***Subject: Letter of Invitation to Host the Clean Air Initiative Center***

Dear

On behalf of the Clean Air Initiative in Latin American Cities (CAI-LAC), The World Bank is inviting qualified and interested organizations to submit proposals for hosting the Clean Air Initiative Center (CAI Center), the secretariat of the CAI-LAC.

The CAI-LAC was launched in 1998 as a joint partnership of a number of Latin American cities, the World Bank, and several interested organizations. Its objective has been to promote exchange of information and built the cities' capacity to improve air quality and reduce Greenhouse Gases (GHG) emissions in Latin America. The seven biggest urban areas are already involved (Bogotá, Buenos Aires, Lima, Mexico DF, Santiago, Sao Paulo and Rio de Janeiro), and there is a great demand for further expansion to include more cities and organizations in the Initiative.

The CAI-LAC has had a clear impact in the region and supported cities to develop or enhance their clean air action plans; enhance scientific knowledge and understanding of urban air quality and health impacts; provide decision makers with assessment tools for policy options; integrate transport, air quality, land use, and urban development policies; promote the use of cleaner vehicles and fuels; strengthen local agencies and collaboration among institutions; and, introduce innovative financing schemes.

Last year, the partners unanimously agreed that the Secretariat functions, currently with the World Bank, have to be transferred to an independent non-profit, tax-exempt organization to strengthen the institutional framework and regional ownership of the Initiative, and allow for further fundraising and ensure its financial sustainability. Membership to the CAI-Center will be open to all Latin American cities, and will further expand membership to interested national, regional and local government agencies and institutions, companies, and individuals, and provide a more business-like structure for planning and execution of the work program. The World Bank will continue as a proactive partner, and will support the transition phase to the new structure.



Specifically, with support from a number of experts, the Bank has prepared a business plan and a plan of action to select a new host organization by this fall.

The attached Request for Proposals describes the background of the CAI Center, the role of the host organization, key issues for consideration, and criteria that will be used for selection. We encourage you to review the RFP and submit a proposal for hosting the CAI Center addressing the selection criteria. The RFP is being sent to a number of organizations and will be also available on the CAI-LAC website.

Inform us upon receipt of this letter of invitation whether you will submit a proposal alone or in association with another organization.

Please note that responses to this RFP must be submitted to Juan Lopez-Silva, the World Bank CAI-LAC Task Manager, no later than Tuesday, August 9, 2005. Any questions should be directed to Juan Lopez-Silva, Paul Procee or Francisco Grajales.

Sincerely,

Abel Mejia  
Sector Manager  
Environmentally and Socially Sustainable Development  
Latin America and the Caribbean  
World Bank



## SECTION I Data Sheet

**Required Proposals:** Hosting Proposal

**Language:** English

**Selection Method:** After evaluating a set of quality criteria, proposals scoring at least 70 points will be evaluated considering also the cost dimension, according to the table included in the TOR.

**Weights:** The weights given to the technical and financial proposals are:  
T = 0.9, and  
F = 0.1

**Name:** Transition Host for the Clean Air Initiative Center

**Objectives:** Selection of an organization to host the Clean Air Initiative Center

**Description:** The Clean Air Initiative in Latin American Cities (CAI-LAC) was launched in 1998 as a partnership between the largest urban centers in the region, international development agencies, private sector companies, and industry associations. The CAI-LAC mission is to improve air quality in Latin American cities to protect the health of their inhabitants and to mitigate global pollution. The Initiative has been governed by a Steering Committee formed by all active partners, and its administrative and technical coordination has been under the resort of the World Bank. The Clean Air Initiative members agreed to create an independent institution, the Clean Air Initiative Center (CAI Center), that will advance the mission of the CAI-LAC and provide a sound and sustainable financial foundation for the future. The Clean Air Initiative Center will take on the Secretariat functions formerly performed by the Bank; and a new Board of Directors will be appointed to oversee the CAI Center.

**Clarifications may be requested:** August 5, 2005

**Proposals must remain valid:** November 1, 2005

**Proposals must be submitted no later than the following date and time:** August 11, 2005, 5:00 p.m. EST

**Number of copies:** 4

**The assignment is expected to commence on:** October 1, 2005



## SECTION 2: Information to Organization

- 1. Introduction**
  - 1.1 The Bank will select an organization among those invited to submit a proposal, in accordance with the method of selection specified in the Data Sheet.
  - 1.2 The organization are invited to submit only a Hosting Proposal as specified in the Data Sheet for services required for the assignment named in the Data Sheet. The proposal will be the basis for negotiations and ultimately for the Operating Rules on the Hosting Arrangement for the Clean Air Initiative Center, which will be endorsed by the CAI-LAC's Board of Directors, and agreed with the selected organization.
  - 1.3 To obtain first hand information on the assignment and on the local conditions, organizations are encouraged to visit the Bank before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The organization' representative should contact the official(s) named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Organization should ensure that this(ese) official(s) is(are) advised of the visit in adequate time to allow him/her(them) to make appropriate arrangements.
- 2. Clarification and Amendment of RFP Documents**
  - 2.1 Organizations may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by mail, cable, telex, facsimile, or electronic mail to the Bank's address indicated in the Data Sheet. The Bank will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited organizations who intend to submit proposals.
  - 2.2 At any time before the submission of proposals, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by an invited organization, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited organizations and will be binding on them. The Bank may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of Proposal**
  - 3.1 Organizations are requested to submit a proposal written in the language(s) specified in the Data Sheet.
  - Hosting Proposal**
    - 3.2 In preparing the Hosting Proposal, organizations are expected to examine the documents constituting this RFP in detail.
    - 3.3 While preparing the Hosting Proposal, organizations must give particular attention to the following:
      - (i) If an organization considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual organization(s) and/or other



organizations or entities in a joint venture, as appropriate. Invited organizations may associate with each other for this assignment only with approval of the Bank.

- (ii) The key professional staff proposed, has to be permanent employees of the organization or has an extended and stable working relationship with it.
- (iii) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- (iv) Reports to be issued by the organization as part of this assignment must be in the language(s) specified in the Data Sheet. It is desirable that the organization's personnel have a working knowledge of the national language of the beneficiary country.

3.4 The Hosting Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the organization's structure and an outline of recent experience on assignments (Section 3B) of a similar nature.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Bank (Section 3C).
- (iii) A description of the institutional arrangements, activities, and procedures to be set up for the Hosting. (Section 3D).
- (iv) The list of the proposed staff team assigned to support the Hosting by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (v) CVs of proposed professional staff to support the Hosting (Section 3F). Key information should include number of years working for the organization/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff; staff time) and resources needed to support the Hosting, (Sections 3E and 3G).

(vii) Any additional information requested in the Data Sheet or TORs.

#### **4. Submission, Receipt, and Opening of Proposals**

4.1 The original Hosting Proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the organization itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the organization initials all pages of the proposal. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.



- 4.3 For each proposal, the organization shall prepare the number of copies indicated in the Data Sheet. Each Hosting Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Hosting Proposal shall be placed in a sealed envelope clearly marked “Hosting Proposal.”
- 4.5 The completed Hosting Proposal must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Hosting Proposal shall be opened immediately by the evaluation committee.

## 5. Proposal Evaluation

### General

- 5.1 From the time the proposals are opened to the time the final selection is made, if any organization wishes to contact the Bank on any matter related to its proposal, it should do so in writing at the address indicated in the Letter of Invitation or TORs. Any effort by the organization to influence the Bank in the Bank’s proposal evaluation, proposal comparison or award decisions may result in the rejection of the organization’s proposal.

### Evaluation of Hosting Proposals

- 5.2 The evaluation committee, appointed by the Bank, evaluates the proposals on the basis of their responsiveness to the required assignment, applying the evaluation criteria, subcriteria (typically not more than three per criteria), and point system specified in the TORs. Each responsive proposal will be given a score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference.
- 5.3 The selection will be done according to a weighting of quality and cost. And the highest ranked organization is invited to negotiate its proposal and the agreement on the basis of the Hosting Proposal.

## 6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and agree on the Operating Rules for Hosting the CAI Center (see Annex of TOR)
- 6.2 Negotiations will include a discussion of the Hosting Proposal, resources and staffing and any suggestions made by the organization to improve the Terms of Reference. The Bank and organization will then work out final Terms of Reference, staffing, and main activities. The agreed institutional arrangement and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Operating Rules for Hosting the CAI Center..
- 6.3 The negotiations will conclude with a review of the draft form of the Operating Rules for Hosting the CAI Center, which will be later endorsed by the selected host, and by the Board of Directors of the Clean Air



Initiative Center.

- |   |     |   |
|---|-----|---|
| <b>7. Endorsement of Operating Rules for Hosting the CAI Center</b> | 7.1 | The Operating Rules for Hosting the CAI Center will be endorsed by the Board of the CAI Center and by the Host representative following negotiations.   |
|   | 7.2 | The organization is expected to commence the assignment on the date and at the location specified in the Data Sheet.  |
| <b>8. Confidentiality</b>   | 8.1 | Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the organization who submitted the proposals or to other persons not officially concerned with the process, until the winning organization has endorsed the Operating Rules for Hosting the CAI Center. |



*Section 3. Hosting Proposal - Standard Forms*

- 3A. Proposal submission form.
- 3B. Firm's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Bank.
- 3D. Description of the institutional set up and resources for performing the assignment.
- 3E. Personnel committed by host and responsibilities.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.



### 3A. PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Bank]

Ladies/Gentlemen:

We, the undersigned, offer to provide the services for [Title of consulting services] in accordance with your Request for Proposal dated [Date]. We are hereby submitting our Proposal.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from negotiations .

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:



### 3B. ORGANIZATION'S REFERENCES

#### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_



**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE BANK**

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On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Bank:

- 1.
- 2.
- 3.
- 4.
- 5.



### **3D. DESCRIPTION OF THE INSTITUTIONAL ARRANGEMENTS AND RESOURCES FOR PERFORMING THE ASSIGNMENT**

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**3E. PERSONNEL COMMITTED BY HOST AND RESPONSIBILITIES**

<b>1. Key Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

### **3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

#### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

\_\_\_\_\_

#### **Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

\_\_\_\_\_

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

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**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]* Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



## SECTION 4 Terms of Reference

### Selection of Transition Host for the Clean Air Initiative Center

#### I. General information

##### 1.1. Purpose

The purpose of this RFP is to solicit proposals from independent, tax-exempt and other not-for profit organizations to serve as host institution for the Clean Air Initiative Center (CAI Center) Secretariat for minimum a two-year period. This document provides information about the requirements and criteria for selection of the host.

##### 1.2. Background

The Clean Air Initiative in Latin American Cities (CAI-LAC) was launched in 1998 as a partnership between the largest urban centers in the region (i.e., Bogotá, Buenos Aires, Lima-Callao, Mexico, Rio de Janeiro, Santiago, Sao Paulo), international development agencies (i.e., World Bank, Inter-American Development Bank - IADB, GTZ, Environment Canada, US Environment Protection Agency - US EPA), private sector companies (i.e., CNN, Renault, Daimler-Chrysler, Volvo, Shell), industry associations (i.e., ARPEL/IPIECA).

The CAI-LAC mission is to improve air quality in Latin American cities to protect the health of their inhabitants and to mitigate global pollution. The Initiative has been governed by a Steering Committee formed by all active partners, and its administrative and technical coordination has been under the resort of the World Bank.

CAI-LAC has had a clear impact in the region as it supported cities to develop or enhance city clean air action plans; helped enhance the scientific knowledge and the understanding of urban air quality and health impacts; and provided decision makers with tools for assessing policy options. Most importantly, CAI-LAC has been pivotal in helping member cities access funding for the implementation of air quality management activities, in particular sustainable transport projects, financed by the World Bank, integrating urban transport, environment and land use policies; promoting the use of cleaner vehicles and fuels; strengthening local agencies and the collaboration among institutions; and, introducing innovative financing schemes.

The World Bank has co-sponsored most of CAI-LAC's core activities, including: city specific action plan workshops, the tri-lingual website, the distance learning course, public announcement videos, and brochures (budget of around USD700,000/year). There have been other direct contributions from partners in helping cities strengthen institutional capacity (e.g., Renault's support to air quality modeling in Rio de Janeiro; Swisscontact provided support for the development of an air quality management plan for Lima-Callao; Environment Canada provided support to the emissions inventory in Buenos Aires).

#### II. General Information on CAI Center

##### 2.1. Reasons for creating an independent institution

Since its inception, the World Bank has performed the Technical Secretariat functions of the CAI-LAC. These functions mainly entailed (i) fund-raising; (ii) accounting; (iii) reporting; (iv) coordination of meeting and information exchange between members and/or donors; (v) conveying and organizing technical and Steering Committee meetings; and (vi) provision of support to maintain and update website. The members agreed to create an independent institution, the Clean Air Initiative Center (CAI Center), that will take over these



secretariat functions, advance the mission of the CAI-LAC and provide a sound and sustainable financial foundation for the future. The main reasons to create the CAI Center are:

1. To expand the membership to all interested cities in Latin America and the Caribbean.
2. To diversify membership to include representatives from all key sectors such as environment, transport, and energy, as well as NGOs, academic institutions, and individuals.
3. To achieve financial sustainability, by attracting funds from a wider range of potential donors and partners.
4. To catalyze private sector investments and operations in air quality and related fields, and, consequently, scaling-up the business in the region.

Finally, the CAI Center could gradually expand and include support to the regional Clean Air Initiatives in Asia and Africa.

## **2.2 World Bank's role**

The World Bank will continue to be an active member of the CAI-LAC, focusing on: helping identify, prepare or implement of WB and GEF projects targeting urban transport and environmental management, abatement of local and global emissions and policy advise where needed and requested. The World Bank will also provide valuable in-kind contribution to CAI-LAC, in the form of, inter alia, (i) executive secretary and related logistical support; (ii) task management and technical support; (iii) leverage funding and support staff to help prepare the first international conference; (iv) funding and support staff to prepare first publication; and (iv) support with fundraising activities managed by the center.

## **2.3 Business Plan and Marketing Strategy**

The World Bank is leading the restructuring of the CAI-LAC and assisting the start up of the CAI Center. Currently the World Bank is supervising and coordinating the development of the CAI Center's Business Plan. The plan includes the CAI Center's main activities, niche and marketing strategy. The hosting arrangements will be incorporated into the Business Plan once the host has been identified and agreement has been reached between the parties. A preliminary assessment of potential donors has been done in parallel and will help the fundraising activities in the near future.

Different scenarios were discussed with partners and specialist within and outside the World Bank, and it was recommended to establish the CAI Center, at least for an interim phase, within an existing NGO that will ensure its independence and provide administrative and fundraising support to the NGO.

## **2.4 Services to be provided by the CAI Center**

The CAI Center is responsible for coordinating the implementation of core and programmatic activities of CAI-LAC and partners. CAI-LAC funding will be managed by the CAI Center, with support from the host institution. It is expected that the Center will have a key role in fund-raising, supported by the host and partners.

The core activities of the CAI Center can be grouped into a number of functions: (i) Raising Awareness and Outreach, (ii) Knowledge and information sharing, (iii) Conferences and Training Activities, including a bi-annual international conference to exchange views and facilitate network, and (iv) Studies and Publications, including the Annual CAI Center Publication. The table attached provides a list of "operational" functions, roles that the CAI Center will be directly responsible for, and "coordinating" functions, in which the CAI Center will primarily coordinate or facilitate activities undertaken by other organizations.

In addition to the core business, the Center will provide support to specific programs financed by partners. An example is the GEF Regional Project on Sustainable Transport and Air Quality that the World Bank is preparing. The CAI Center could receive funding to help broker the involvement of cities and assist them in submitting eligible project proposals.



## 2.5 Organizational structure and resources

The Center will perform its functions on a relatively lean organizational structure, the Executive Director will manage the CAI Center and may be supported by 2 to 3 fundraisers and technical specialists, and an assistant. Specific administrative and technical services will be outsourced or relied upon its partners/members.

The Executive Director of the Center, Sergio Sanchez from Mexico, has recently been selected among a number of candidates and the World Bank will provide funding for this position for two years. The Executive Director is responsible for successful implementation of the Center's Annual work program and supervision of fundraising and networking activities.

It is anticipated that the Center will attract and maintain members from the universe of stakeholders in the CAI-LAC. These include municipal, regional and national governments in Latin America, private vendors of relevant technology, international development organizations, academic and research institutions and individuals who are clean air, transport and urban planning professionals. All members will become part of the CAI Center Assembly.

The governance of the CAI Center will be the responsibility of a Board of Directors elected by a General Assembly made up of all full members of the Center. The Board of Directors will consist of 7 to 9 internationally recognized personalities from government agencies, corporate members, technical specialists, major donor agencies or acting on their own and somehow related to the clean air related sphere.

The selected CAI Center's host will have a seat as observer in the Board of Director of the CAI Center, as it will have a primary fiduciary responsibility over the CAI Center.

## IV. Responsibilities of the Host Organization

Following is a list of the duties and activities expected from the host organization for the CAI Center. The list should not be viewed as exhaustive or exclusive of additional responsibilities.

### 4.1. General

Provide an institutional home for the CAI Center Secretariat. Enable the Center to satisfactorily complete its day to day operations and accomplish its mission and goals according to the needs of its members and partners. Basically, the host should provide support in three main areas:

1. Administrative and logistic
2. Assistance in Fund raising
3. Complement CAI Center mission with host's own. Following is an indicative list of expected support.

### 4.2 Administrative and Logistic Support

#### 4.2.1 Office space and services

- Provide office space for the CAI Center Staff
- Provide office furniture, equipment and supplies
- Provide technical and IT support to CAI Center Staff
- Provide office services such as internet, telephony, mail, photocopier, etc.

#### 4.2.2. Human Resources

- Help develop Terms of Reference for new CAI Center staff
- Assist with recruiting additional staff
- Administer all payroll and benefits services, making sure they commensurate with World Bank standards.



- Provide support to request work visas for CAI Center Staff when necessary
- Contribute when necessary with administrative support to work with the CAI Center related activities

#### **4.2.3. Financial**

- Exercise ultimate fiduciary responsibility for handling the CAI Center funds, although the secretariat has primarily responsibility for developing its budget.
- Accept grant funds and donations on behalf of the CAI Center and manage them in a legal account
- Effect required contracts on behalf of the CAI Center

Disburse funds as necessary and as requested by the Executive Director

Provide financial audits and reports on expenditures according to international standards

- Execute payrolls of all hired staff of the CAI Center, in addition to the Executive Secretary who is being paid by the Bank as part of the in-kind contribution for the first 2 years of transition.
- Effect proper filing to IRS, within the non-for-profit status.

#### **4.3. Fundraising Support**

Provide fundraising support in coordination with the CAI Center secretariat and partners. In particular, the host will:

- Help identifying and facilitating entry point and relationship building with new donors
- Join efforts with the Bank to reach and sustain existing donors
- Provide legal and management support for donations and grants.

#### **4.4. Technical support for Programmatic Activities**

The experience of the host in providing technical support to programs related or similar in approach to the Clean Air Initiative will be fundamental for:

- Supporting the CAI Center brokerage of services and programs between members (e.g., demand management and screening of proposals by cities interested in participating in the World Bank's regional GEF program on transport and air quality)
- Complementing the CAI Center services with the host own services, goods, and projects.

## **V. Proposal and Submission Requirements**

### **5.1 Deadline:**

Formal responses to this Request for Proposals should be submitted to the World Bank by 5:00 pm Eastern Daylight Time (U.S.) on Tuesday, August 9, 2005.

### **5.2. Proposal Format**

Proposals should be type-written in English and may be submitted by mail, fax or e-mail. No particular format is prescribed, but all submitting organizations are encouraged to demonstrate clearly how they meet each of the criteria listed in Section 5.3 (or as many as possible) and how they would carry out the host organization responsibilities listed in Section 4.

### **5.3. Evaluation Criteria**

The proposals will be evaluated -following a Cost Based procedure. According to the first set of criteria stated below (1-8), the panel will choose to consider the last dimension (9) only if the average evaluation of the first criteria is at least 70% (DISCUTIR CON JOSE MARTINEZ ).



Technical Criteria	Weight
1. Relevant Experience and Capability for providing Administrative and Logistic (Administration, Financial Control and Legal Compliance) <ul style="list-style-type: none"> <li>• Evaluate years of experience with respect to contracting, managing accounts, disbursing, reporting to IRS, supporting Visas</li> <li>• Evaluate number of staff dedicated to these duties, and secondment arrangements</li> <li>• Evaluate logistic support</li> <li>• Evaluate number of donor accounts and size of average annual budget</li> <li>• Evaluate disbursements rate</li> </ul>	28
4. Experience Hosting/Incubating New Organization and Providing Institutional Strengthening <ul style="list-style-type: none"> <li>• Past success promoting issue-oriented agenda</li> <li>• Relevant programmatic experience</li> </ul>	12
5. History of collaboration with Latin American counterparts and/or potential sponsors/members <ul style="list-style-type: none"> <li>• Evaluate experience</li> <li>• Evaluate current relationship with donors</li> </ul>	5
6. Past Success Designing and Implementing Fundraising Strategies with Similar Potential Donors and Members <ul style="list-style-type: none"> <li>• Evaluate variety and number of donors</li> <li>• Identify average annual funds raised</li> <li>• Evaluate past experience in leveraging resources to achieve host's mission</li> </ul>	17
7. Proposed Approach to Ensure Independence and Visibility of CAI and Center <ul style="list-style-type: none"> <li>• Assess feasibility of maintaining CAI Center's governance structure</li> <li>• Evaluate complementarity of missions of host and CAI Center</li> </ul>	21
8. Commitment of Key Personnel by Host and Their Qualifications <ul style="list-style-type: none"> <li>• Evaluate CVs of Fund Raisers</li> <li>• Evaluate dedication of staff assigned to CAI-LAC</li> <li>• Evaluate CV of other affected staff</li> <li>• Check on dedication of other staff to hosting requirements</li> </ul>	17
Financial Criteria	Weight
9. Host resources requirements (compensation)	20
10. Evaluate proposal for payment of fundraising overhead fee (effective as funds start to flow)	80

#### 5.4. Final Selection

Selection of the host organization for the CAI Center will be made by the World Bank as Technical Secretariat of the current CAI-LAC. The selection, which will be based on the ratings assigned by a Panel specially selected for the task, should be finalized in August in order to allow adequate time to plan for a smooth transition to a new host organization in the fall. The **Bank's** decision will be based on a careful evaluation of all proposals received by the deadline and will reflect the **Bank's** judgment as to which is the most advantageous



overall for the CAI Center. Representatives of the **World Bank** may visit the leading candidates for on-site discussions before making a final selection.

The **Bank** may reject any and all proposals if such action is in the project's interest. Nothing in this RFP should be interpreted to state or imply that either World Bank or the CAI Center is obligated to take any action or to refrain from taking any action as a result of this request for proposals. Nor should anyone submitting a proposal rely on any expectation of action by the World Bank or CAI LAC and any such reliance will be at the submitting organization's sole risk.

### 5.5 Preparation Costs

All costs incurred during proposal preparation, or in any way associated with the preparation, response, submission, or presentation shall be the sole responsibility of the submitting organization and shall not be reimbursed by CAI LAC or the World Bank.

### 5.6 Chronogram

These steps will follow the distribution of these Terms of Reference for hosting of the CAI Center: (i) wide dissemination to potential hosts, (ii) request proposals from potential hosts; (iii) evaluation of proposals and selection of host; (iv) legal agreements with host institution with Clean Air Initiative. It is expected that this process be complete by early October 2005.

The following is the expected chronogram leading to selection of the host and establishment of the new CAI Center:

Activity	June		July				Aug				Sep				Oct	
	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
Request for Proposal		■	■													
Reception of Proposals				■	■	■										
Evaluation of Proposals							■	■	■	■						
Selection of host											■					
Negotiation												■				
Legal set-up of host														■		
Official launching															■	

### 4.6 Questions and Additional Information

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**Annex A. Table of “Operational” (O) and “Coordinating” (C) Functions of the CAI Center**

<b>Activity</b>	<b>Function</b>
<b>Awareness Raising and Capacity Building</b>	
Annual regional conference	O
Brochures and printed materials	O
Multimedia Materials	C
Technical training and assistance	C
<b>Knowledge Management, Information Sharing and Dissemination</b>	
CAI-LAC Website	O
CAI-LAC Newsletter	O
CAI-LAC ListServ	O
Publication of studies	C
<b>Partnership, Collaboration and Regional Network</b>	
Fundraising	O
Expanding membership and partnerships	C
Seeking alliances	C
Networking with other similar organizations	C