

REQUEST FOR PROPOSALS

Characterization and Management of Organic Waste in North America

for the project

North American Initiative on Organic Waste Diversion and Processing



Commission for Environmental Cooperation

2016–2017

I. Overview

The Commission for Environmental Cooperation (CEC) is requesting proposals from prospective consultants related to practices for the characterization, processing and diversion of organic waste.

The CEC is an intergovernmental organization created by Canada, the United States and Mexico under the North American Agreement on Environmental Cooperation (NAAEC). The CEC was established to address regional environmental concerns, help prevent potential trade and environmental conflicts, and promote the effective enforcement of environmental law. The Agreement complements the environmental provisions of the North American Free Trade Agreement (NAFTA).

The CEC's Council, its governing body, approved the project entitled [*North American Initiative on Organic Waste Diversion and Processing*](#) as part of its [*Operational Plan for 2015–2016*](#), with the purpose of enhancing North America's capacity to increase organic waste diversion and processing in the residential, industrial, commercial and institutional sectors in North America. In addition, this project will contribute to reducing short-lived climate pollution (notably methane emissions from landfills) and promoting green growth by encouraging sustainable management of materials (SMM) and sustainable consumption and production.

In accordance with a SMM approach, the project will make use of existing frameworks that prioritize methods of SMM, in relation to waste, and to food, in particular. Specifically, this project will focus on strategies included in the waste management hierarchy and the Food Recovery Hierarchy¹, including industrial uses, energy recovery, anaerobic digestion and composting. The first three levels of the Food Recovery Hierarchy (i.e., source reduction, feeding hungry people, and feeding animals) will be examined under a companion CEC project, entitled [*North American Initiative on Food Waste Reduction and Recovery*](#). Since similar work on food waste will be carried out as part of the companion CEC project, some level of coordination between the Secretariat, the consultant and the companion project's consultant is to be expected.

For a complete description of the project, including tasks and related budget, please visit the CEC website at:

<http://www.cec.org/Page.asp?PageID=122&ContentID=25908&AA_SiteLanguageID=1>.

II. Terms of Reference

A. Overview and Scope

Specifically, the consultant on this project would be expected to:

1. Prepare a comprehensive foundational report to characterize and better understand the current situation with organic waste generation and the potential areas for improvement

¹ EPA. 2015. Food Recovery Hierarchy <<http://www2.epa.gov/sustainable-management-food/food-recovery-hierarchy>>

- (with accompanying environmental benefits) for the recycling, processing, diversion and measurement of such waste in Canada, Mexico and the United States; and
2. Prepare a short white paper identifying key gaps and barriers that currently limit expanded organic waste recycling, diversion and processing programs, and highlighting major opportunities and potential new areas for increased organic waste diversion and processing policy, investment and capacity, including drawing on leading and innovative practices from outside the North America region.

The consultant should note and take account of key differences between the three countries in the nature of the problem, levels of engagement, capacity, and access to readily available information, and reflect these findings in the project deliverables.

B. Description of Services

In consultation with the Secretariat and the project's Steering Committee, the consultant will prepare two documents under this contract, each of which is discussed below:

1. A foundational report
2. A white paper

The target audience for each report includes key organizations that have important roles to play in bolstering organic waste diversion and processing efforts within each North American country, including country governments (national, provincial/state, municipal) and relevant sector-based organizations (e.g., industry, commercial and institutional).

As part of this contract, the consultant will:

- Ensure meaningful engagement with interested stakeholder organizations throughout the preparation of the report and white paper, including experts in organic waste diversion and processing in the three countries, as identified by the Secretariat and the project's Steering Committee.
- Attend, present and take part in discussions regarding the report and white paper at multi-stakeholder consultations on organic waste diversion and processing, which are anticipated to be held during fall/winter 2016 (specific events, locations and dates to be determined).

The consultant will specify a clear approach in the proposal for undertaking the services described below (see Table 1) in each country. All proposal submission requirements are listed in Section III.A.4.

B.1. Foundational Report

The purpose of the foundational report is to characterize and better understand the current situation and potential areas for improvement, with accompanying environmental benefits, regarding the recycling, processing, diversion and measurement of organic waste in Canada, Mexico and the United States.

The report must be comprehensive yet concise, presented and structured in a clear and organized manner, and address all requirements identified in Table 1 and the CEC Report Template (see Section D. Quality of Deliverables). Suggestions on additional content and areas of interest for inclusion are encouraged as part of the proposal. The report must include

references and be illustrated with visuals (e.g., pictures, flow diagrams, graphs and tables) where appropriate.

Table 1: Foundational report structure and requirements

#	SECTION	CONSULTANT REQUIREMENTS
0.a	Executive Summary	<ul style="list-style-type: none"> - Highlight key findings, current practices and initiatives, barriers and opportunities to increase organic waste diversion and processing capacity in different stages of the life cycle of products in North America (NA).
0.b	Acknowledgements	<ul style="list-style-type: none"> - For each NA country, acknowledge stakeholder organizations/groups that have provided significant input to support this study.
1	Purpose and Scope	<ul style="list-style-type: none"> - Describe context and objectives of the report; - Specify types of organic waste to be targeted; - Clarify sectors and stages of the life cycle of products that will be examined in detail for each NA country; - Indicate that this study also complements ongoing CEC work related to wasted food reduction and recovery, but specify that the focus of this project is more broadly on organic waste diversion, which includes diversion of food waste as feedstock for industrial applications, anaerobic digestion and composting, and note that food waste and other organic wastes are commonly mixed in these latter applications; - Explain the approach used in conducting the work and to engage stakeholders; and - Introduce the structure of the report.
2	Sources of organic waste in North America	<ul style="list-style-type: none"> - Define organic waste; - For each NA country: <ul style="list-style-type: none"> o Describe and characterize organic waste throughout the life cycle of products, including what ends up in landfills; and o Identify key organic waste sources, amounts, types, causes and associated costs throughout the life cycle of products. - Explain why organic waste is a global and NA issue.
3	Organic Waste Diversion and Processing Programs and Facilities	<ul style="list-style-type: none"> - Define organic waste diversion and processing activities; - Provide a general description of organic waste processing and recovery activities for use in industrial (e.g., as feedstock for other applications throughout the product lifecycle), anaerobic digestion (including food or other organic waste co-digested in anaerobic digesters at wastewater treatment plants) and composting operations. Other relevant recovery operations may also be considered; - For the residential and industrial, commercial and institutional (IC&I) sectors in each NA country: <ul style="list-style-type: none"> o Describe existing diversion programs organized around preferred diversion options for industrial applications (e.g. chemical feedstock or cosmetics), anaerobic digestion, and composting; the latter two options commonly applying mixed organic wastes (e.g., food waste and livestock manure); o Describe how organic waste diversion and processing programs have achieved (or can achieve) reduction of organic waste in landfills; o Identify which programs (and what successful program elements) are considered to be the most effective in terms of increasing organic waste diversion and processing over the short-, medium-, and long-term; o For successful programs, describe and qualify implementation considerations, costs (high, medium, low), diversion rates achieved

#	SECTION	CONSULTANT REQUIREMENTS
		<p>(high, medium, low), time to implement (short-term, medium-term, long-term), stakeholders involved, and overall performance and impacts;</p> <ul style="list-style-type: none"> ○ Describe existing processing facilities organized around preferred; diversion options for industrial applications, anaerobic digestion and composting; ○ For selected facilities, describe and qualify implementation considerations, including information on source material, size mix, quantities, diversion rates achieved, and other relevant information. ○ Identify which facilities (and what successful program elements) are considered to be the most effective in terms of increasing organic waste diversion and processing over the short-, medium-, and long-term; and ○ Identify relevant stakeholder organizations and contacts that should be engaged to discuss issues related to organic waste diversion and processing initiatives and operations.
4	Policies, Regulations and Best Practices	<ul style="list-style-type: none"> - For the residential and industrial, commercial and institutional (IC&I) sectors in each NA country: <ul style="list-style-type: none"> ○ Identify policies, regulations, best practices, information on economic and market forces, factors that have contributed to successful organic waste diversion and processing initiatives, and other factors that impact organic waste diversion and processing in North America; ○ For selected policies and practices, provide information on implementation, target audience, timeline, costs, and overall impacts; ○ Include a few noteworthy brief case study examples to showcase some of the most effective and innovative approaches; ○ Identify perceived national and international leaders (e.g., OECD countries) in organic waste diversion and processing with rationale for why they are leaders (An approach for selecting country-specific examples will be discussed at the kick-off conference call.); ○ Identify notable gaps in current approaches supported by industry, business, governments and other stakeholders, along with brief consideration of possible barriers that may have contributed to these gaps; and ○ Identify relevant stakeholder organizations and contacts that should be engaged to discuss issues related to organic waste diversion and processing policies, regulations and technologies.
5	Climate Pollutants and Other Environmental Impacts	<ul style="list-style-type: none"> - Describe linkages between organic waste and short-lived climate pollutant emissions and other environmental impacts; - Describe the estimated contribution to short-lived climate pollutant generation in landfills from organic waste and common estimation methodologies in use in the three countries. (An approach for selecting methodologies will be discussed at the kick-off conference call.); - Estimate current and potential reductions in short-lived climate pollutants achieved or achievable through organic waste diversion in the three countries; and - In general terms, describe other environmental, social and economic benefits of organic waste diversion, and processing benefits accrued by diverting organic waste from landfills.

#	SECTION	CONSULTANT REQUIREMENTS
6	Recommendations and Strategies	<ul style="list-style-type: none"> - Across organic waste processing and recovery activities within each NA country, identify recommendations and strategies for possible future engagement by industry, businesses, governments, and local organizations to address key barriers and challenges related to organic waste diversion and processing; - For each recommendation and strategy, identify considerations that should be taken into account to ensure corrective actions are effective; and - Considering the recommendations and strategies identified, identify future possible roles and engagement of the CEC related to organic waste diversion and processing in North America.
7	Limitations of Analysis and Potential Areas of Improvement areas	<ul style="list-style-type: none"> - Describe any identified limitations of analysis and information gaps, and discuss options to overcome each.
Appendix A	Glossary	<ul style="list-style-type: none"> - Define key organic waste terms used throughout the report.
Appendix B	Case Studies	<ul style="list-style-type: none"> - Include detailed information on case studies of effective and innovative organic waste diversion and processing programs, policies and best practices.
Appendix C	List of Stakeholders	<ul style="list-style-type: none"> - For each NA country, list specific stakeholder organizations/groups (along with relevant contact information) that should be engaged in possible future work on organic waste diversion and processing, policy making, regulations, and tracking and reporting; and - Stakeholder information containing contact details (i.e. person names, emails, phone numbers) will be presented as a separate document and will not be included in the foundation report intended for public dissemination.

B.2. White Paper

The purpose of the white paper is to provide a short profile of the organic waste diversion and processing efforts in North America (as summarized from this project's Foundational Report), but primarily to identify and communicate in a succinct manner, key obstacles and gaps that constrain expanded organic waste recovery for use in industrial, anaerobic digestion and composting operations (or otherwise diverting waste from landfill disposal) in North America. It will also define relevant policy options and instruments for industry, government and local organizations, outstanding needs for best practices and tools, and partnership opportunities. The paper will examine factors that are/were in place that have allowed for successful implementation of existing programs and facilities (i.e., the specific mix of policies, incentives, market factors, etc.), and highlight case study examples in each country. Beyond defining these successful operations, the paper will draw on best practices and successful policy applications and innovations from outside the North American region, such as in other OECD countries that might be transferable or adaptable to application in Canada, Mexico or the United States.

The white paper will be approximately 30 pages in length and will be based upon information and stakeholder perspectives gathered during the preparation of the foundational report.

C. Periodic Reporting Requirements

Taking into account all of the above requirements, the consultant shall coordinate with the CEC's designated contacts to accomplish the following:

#	Activity	Deliverable due
1	<ul style="list-style-type: none"> Participate in kick-off meeting. 	Within two weeks after the contract is signed.
2	<ul style="list-style-type: none"> Participate in monthly conference calls to provide a report on progress and receive feedback from the Secretariat and the project's Steering Committee. 	Ongoing for the duration of the contract.
3	<ul style="list-style-type: none"> Provide a revised table of contents, including methodology and approach to develop research. 	One week after kick-off meeting
4	<ul style="list-style-type: none"> Provide a draft list of stakeholder organizations within Canada, Mexico and the US that are involved in organic waste diversion and processing. 	One month after contract is signed
5	<ul style="list-style-type: none"> Provide complete first draft text for sections 1, 2 and 3 of the foundational report (see Table 1 for requirements); and Provide a second draft list of stakeholder organizations within Canada, Mexico and the US that incorporates comments from the Secretariat and the project's Steering Committee. 	Four months after contract is signed
6	<ul style="list-style-type: none"> Provide complete first draft text for sections 4, 5, 6, and 7 and all Appendices of the foundational report (see Table 1 for requirements). 	Five months after contract is signed
7	<ul style="list-style-type: none"> Provide a complete second draft of the entire foundational report that incorporates comments from the Secretariat and the project's Steering Committee; and Provide a complete first draft white paper. 	Seven months after contract is signed
8	<ul style="list-style-type: none"> Provide a third draft of the foundational report that incorporates comments from the Secretariat and the project's Steering Committee; and Provide a second draft of the white paper that incorporates comments from the Secretariat and the project's Steering Committee. <p>(Both of these documents will be shared at multi-stakeholder consultations)</p>	Nine months after contract is signed
9	<ul style="list-style-type: none"> Attend and present the report and white paper at multi-stakeholder consultations on organic waste diversion and processing, which is anticipated to be held during fall/winter 2016 (specific events and dates to be determined). 	Fall/winter 2016
10	<ul style="list-style-type: none"> Provide a summary of stakeholder comments to the third draft of the foundational report and second draft of the white paper, including how 	One month after the last multi-stakeholder consultation event

#	Activity	Deliverable due
	each comment will be addressed and appropriate rationale for any that are not addressed.	
11	<ul style="list-style-type: none"> • Provide a fourth draft of the foundational report that incorporates comments from the Secretariat, the project's Steering Committee and stakeholder organizations; and • Provide a third draft of the white paper that incorporates comments from Secretariat, the project's Steering Committee and stakeholder organizations. 	Two months after last multi-stakeholder consultation event
12	<ul style="list-style-type: none"> • Provide final foundational report, white paper and list of country stakeholder organizations. 	May 2017

The consultant will be expected to participate in and take summary notes of monthly teleconference calls with the Secretariat and the project's Steering Committee. The purpose of these calls is to provide the Secretariat with verbal updates concerning the status of each of the activities to be completed under this contract and to exchange perspectives with country government experts. Teleconference calls will be organized and coordinated by the CEC Secretariat.

In order to complete the project, the consultant will deliver the tasks described under the description of services. At the onset of the project, the consultant will participate in a kick-off meeting with the CEC Program Manager and the project's Steering Committee via conference call.

Throughout the project, the consultant will work in close collaboration with the CEC Secretariat, the project's Steering Committee, and experts to gather information to support delivery of the work. The consultant may consult directly with government officials and other experts, as needed. However, the consultant shall report only to, and receive direction only from, the CEC Program Manager (or designate). The CEC Secretariat will forward draft deliverables to the project's Steering Committee and other experts for their review and comment, as appropriate.

The consultant will work in his or her own offices.

D. Quality of Deliverables

The consultant is responsible for providing deliverables of **publishable quality** (i.e., copy-edited prior to submission) in English and, when applicable, for the technical editing of the materials. The consultant will submit to the CEC Secretariat all written material (including complete drafts and final reports) in Microsoft Word, following the format of the CEC's *Report Template* and adhering to the precepts of the *Guidelines for CEC Documents and Information Products*, as supplemented by the CEC's English style guide (all three available at: www.cec.org/Page.asp?PageID=924&ContentID=2697&AA_SiteLanguageID=1>). Supporting documents for tables, figures and maps will be submitted with the report in their original file format (e.g., Excel or ArcGIS). Note that all amounts shall be presented in metric units. The CEC Secretariat will be responsible, when applicable, for translation, printing, publication and distribution of products from this activity.

Upon delivery by the consultant of a final version of the report or other written materials under the project, the CEC reserves the right to a 15-business day period to review the document(s), notify the consultant of any potential issues or errors, and return the document(s) to the consultant for appropriate corrections, at no extra cost. In all cases, contract payments will be withheld if products submitted to the CEC fail to fulfill the quality and formatting requirements specified above. In the event that the consultant neglects to make the required corrections or if, following corrections, a deliverable remains unsatisfactory, the document shall be edited or revised by a third party designated by the Secretariat, the cost of which shall be deducted from the consultant's fees at a rate of C\$60 per hour.

E. Plagiarism

Plagiarism is the act of conveying someone else's original expression or creative ideas as one's own and can be a violation of copyright law. Neither intentional nor unintentional plagiarism is acceptable to the CEC. The consultant must follow good scholarly methodology in preparing reports and deliverables under the contract, including systematic referencing in footnotes or in-sentence references, for any secondary sources, quotations, data, etc., that do not originate with the author. Sources for tables and figures reproduced from other literature must be given in a "Source" attribution immediately below the table or figure. Failure to properly reference the source of such borrowed material constitutes plagiarism and will be considered a breach of contract. In addition, for every written deliverable submitted, the Consultant must use iThenticate software, or an equivalent software approved by the Commission, to validate the written product in question and must forward the plagiarism review results to the CEC at the time of document submission. Contract payments will be retained if products do not fulfil these requirements.

III. Requirements and Proposal Evaluation

A. Mandatory Requirements

To be eligible for further consideration, all consultants must fulfill the following basic requirements.

1. In-country Ability

The consultant, as well as all their personnel and subconsultants, must reside and be authorized to work legally in Canada, Mexico or the United States of America . If travel is required, the consultant must possess valid documentation to travel within these countries.

2. Key Personnel

For the purposes of this RFP, the term "consultant" may refer to either a group or company or a single individual.

If a proposal is submitted by a consortium of individuals or institutions, a "lead" consultant should be designated to take responsibility for ensuring overall coordination, the coherence of activity outputs, and the integration of information and ideas.

3. Qualifications Required

The consultant must possess competence and recent experience in:

- Research and report writing related to organic waste, with an emphasis on diversion and processing;

- Organic waste issues and challenges across the life cycle of products that are relevant to Canada, Mexico and the US;
- Policies, programs, practices and other approaches related to diversion and processing of organic waste relevant to North America;
- Working with multi-stakeholder organizations on organic waste-related issues, with an emphasis on diversion and processing;
- Designing and undertaking surveys and interviews;
- Developing recommendations to address key challenges related to organic waste diversion and processing; and
- Environmental, social and economic benefits of organic waste diversion and processing, including short-lived climate pollutant emission reductions from landfill disposal.

The consultant must demonstrate:

- Capacity to provide the services described in Section II “Terms of Reference” in Canada, Mexico and the US;
- Ability to comprehend English, French and Spanish; and
- Excellent English writing skills.

4. Proposal Submission

It is the intention of the CEC Secretariat to include the **Terms of Reference (Section II)** of this document) in the contract negotiated with the successful applicant. Therefore, prospective consultants should refer to these for more detailed information on the project and the services to be provided. Prospective consultants are requested not to reiterate the Terms of Reference in their submissions, but are invited to suggest modifications to enhance the proposal.

Proposals must include the following:

- A brief statement of interest and intent. This statement should be based upon and serve to demonstrate the consultant’s experience and subject knowledge. The statement should address desired results; guidelines (parameters within which results are to be accomplished); resources (human, financial, technical, or organizational support available to help accomplish the results); and other aspects deemed applicable by the consultant. The purpose of this statement is to demonstrate not only the consultant’s general and specific familiarity with the subject area, but also to highlight writing skills;
- A general work plan for carrying out this project;
- Proposed methodology;
- A description of the approach for undertaking this work in each country;
- Suggested modifications to the Terms of Reference, and the reasons for such modifications;
- Resumes of the key personnel involved in the project;
- Detailed cost breakdown, including number of person/days of key and other personnel, direct and indirect costs, travel costs and applicable taxes;
- Description of relevant experience and any other relevant information;
- Two samples of previous work;
- Two letters of recommendation from previous assignments; and
- List of no less than three references.

B. Other Information to be Provided

Potential consultants are encouraged to submit any additional information that they believe will assist the CEC Secretariat in the evaluation of their proposal. However, the proposal should not

exceed six (6) pages, exclusive of applicant resumes, samples of previous work or corporate brochures.

C. Type of Contract to be Used for These Services

The CEC Secretariat intends to use its milestone-based contract for these services. A sample is available upon request. If the contract is negotiated with a consortium, the CEC will offer the consultants the option to have separate contracts between each consultant and the CEC.

All work within the contract must be completed by 30 June 2017.

D. Selection Procedure

The consultant deemed best qualified will be selected on the basis of a competitive process, in accordance with sections 2.5-2.7 of the *CEC Consultant Services Procurement Manual*, available at

www.cec.org/Page.asp?PageID=122&ContentID=1239&SiteNodeID=217&BL_ExpandID=andAA_SiteLanguageID=1.

Proposals that the CEC Secretariat determines to be complete will be evaluated according to the procedure described below. Prospective consultants who submit proposals determined by the CEC Secretariat to be incomplete will be so notified in writing.

Each complete proposal that is submitted will be evaluated by the CEC Secretariat according to the following criteria, with a point rating assigned for each:

Evaluation Criteria	Maximum Point Rating
Understanding of project requirements and overall clarity and completeness of proposal	10
Suitability and specificity of the proposed approach, methodology and description of workplan, including the project schedule and time allocation of key personnel by project task	40
Consultant's experience and qualifications and competency of key personnel and demonstrated ability of team to complete project tasks for Canada, Mexico and US	35
Proposal demonstrates added value and innovative approaches that will be included within the budget for this work	5
Adequacy of budget and allocation of resources to accomplish services described in Section II "Terms of Reference"	10
<i>Total</i>	100

For the prospective consultant's proposal to be eligible for further consideration a minimum overall score of 80 will be required and a demonstrated competency in each evaluation criterion. Prospective consultants whose proposals score less than 80 will be so notified in writing together with the reasons for the score. Cost efficiency will be taken into account in the evaluation.

Proposals in response to this request will be evaluated by the CEC Program Manager and designated technical reviewers, who will form an Evaluation Committee. Each member of the Evaluation Committee will receive a copy of the proposals and will be asked to rate each proposal using the evaluation criteria and its maximum point ratings given above.

The CEC Program Manager will arrange for a conference call/meeting among the members of the Evaluation Committee to discuss the ratings, arrive at final scores, and, subsequently, a ranking of all proposals. The strengths and weaknesses of each proposal, in terms of the evaluation criteria, will be noted and summarized. Once the selection has been made, each prospective consultant will be provided with their score—if requested—along with their comparative ranking. However, neither the evaluations nor the scores of other bidders will be provided.

E. Estimated Level of Resources Required

The budget for this activity will not exceed C\$190,000 (hundred ninety thousand Canadian dollars), including professional fees and expenses. Reimbursable expenses are detailed in the CEC standard contract, available upon request; in addition, the cost of using iThenticate software to detect plagiarism (US\$50) should also be considered.

If a currency other than Canadian dollars is used, the consultant should indicate the total cost of the professional services in Canadian dollars as well as the currency of choice, for comparison purposes.

F. Basis of Payment Required

The consultant will be paid according to the milestones and deliverables described in section II C. Periodic Reporting Requirements.

Payment shall be made only for bona fide consultant fees and legitimate expenses incurred in accordance with the contract for professional services, and only upon receipt and documented acceptance by the Secretariat of statement(s) of account/invoice(s) from the consultant. Settlement of invoices that are acceptable for payment will normally be made 30 days from the date of receipt by the Commission.

G. Financial and Other Confidential Information

For this proposal, the CEC Secretariat will not require the submission of any confidential information nor will the CEC Secretariat require information regarding insurance, bonding financial status, or company ownership.

H. Conflict of Interest

“Conflict of interest” means, but is not limited to, a situation where a consultant’s personal interest is sufficiently connected with professional duties under the contract, such that it results in a reasonable apprehension that said personal interest may influence the exercise of professional responsibilities under the contract. For example, a direct conflict of interest exists when the consultant is also a CEC government official, or is related to or closely affiliated with a CEC government official, CEC staff member or third party involved with the performance of the services.

The consultant will inform the CEC Secretariat of any circumstance that existed prior to the execution of this contract, or that could manifest during the performance of this contract, which could constitute a conflict of interest. The consultant will complete and sign, on behalf of all his or her personnel, the attached *Declaration of Acceptance and Impartiality and Independence* (see Annex). The Consultant will also take note of the *CEC Consultant Services Procurement Manual*, available at

www.cec.org/Page.asp?PageID=122&ContentID=1239&SiteNodeID=217&BL_ExpandID=&AA_SiteLanguageID=1.

I. Deadlines for Proposal Submission and Decision

The proposal, including all relevant attachments, must be received by the CEC Secretariat offices by **17:00 EST on 25 January 2016**. Proposals submitted after this deadline will not be considered.

Proposals must be submitted via e-mail to krichardson@cec.org. Proposal format may be in Microsoft Word or Adobe PDF format. Once the proposal has been submitted electronically, the CEC will confirm receipt within three business days. If receipt is not confirmed by e-mail within this time, **applicants must contact the CEC**. The contact person is:

Karen Richardson
Director of Programs
Commission for Environmental Cooperation
393, rue St-Jacques Ouest, bureau 200
Montreal, QC, Canada H2Y 1N9
Tel: 514-350-4326; Fax: 514-350-4314

The CEC Secretariat intends to select the consultant within ten (10) working days following the proposal submission deadline. Notification of selections will be made on or about 8 February 2016.

ANNEX

CONSULTANT'S DECLARATION OF ACCEPTANCE AND IMPARTIALITY AND INDEPENDENCE FOR CONTRACT

I, the undersigned,

Last Name: _____ First Name: _____

ACCEPTANCE

☐

hereby declare that I accept to serve as consultant in the subject contract.

IMPARTIALITY AND INDEPENDENCE

(If you accept to serve as a consultant, please check one of the two following boxes. The choice of which box to check will be determined after you have taken into account, inter alia, whether there exists any past or present relationship, direct or indirect, with any of the Parties to the North American Agreement on Environmental Cooperation ("NAAEC") or their Commission for Environmental Cooperation ("CEC") representatives, Secretariat staff, and/or third parties involved in the performance of this contract, whether financial, professional, familial, or of another kind and whether the nature of any such relationship is such that disclosure is called for pursuant to the criteria set out below. Any doubt should be resolved in favor of disclosure.)

☐

I am impartial and independent with respect to the NAAEC Parties and their CEC representatives, CEC Secretariat staff, and third parties involved in the performance of this contract, and intend to remain so; to the best of my knowledge, there are no facts or circumstances, past or present that need be disclosed because they are likely to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest.

OR

☐

I am impartial and independent with respect to the NAAEC Parties and their CEC representatives, Secretariat staff, and/or third parties involved in the performance of this contract, and intend to remain so; **however**, I wish to call your attention to the following facts or circumstances which I hereafter disclose because they might be of such a nature as to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest. Where facts or circumstances exist that might give rise to the latter such doubts, I may set out measures I intend to take to mitigate or eliminate any doubts regarding my impartiality and independence, and/or a possible conflict of interest. (Use separate sheet and attach.)

Date: _____

Signature: _____