

REQUEST FOR PROPOSALS

**Engage North American Youth to Prevent,
Recover and Recycle Food Loss and Waste**

**for the CEC project
Measuring and Mitigating Food Loss and Waste**



Commission for Environmental Cooperation

2018

I. Overview

The Commission for Environmental Cooperation (CEC) is requesting proposals from prospective consultants to work in collaboration with youth organizations and government to empower and motivate youth (ages 5-23) to participate in reducing the quantities of food lost and wasted in their communities, schools and homes. This will be accomplished by:

1. Working with youth, youth organizations, and government representatives from Canada, Mexico and the United States to assess opportunities and best approaches to engage youth through development and deployment of communication and learning tools; and
2. Developing communication and learning tools for use by youth organizations—in the 3 countries—to engage youth to raise awareness, share information, and promote food loss and waste prevention, recovery, and recycling opportunities in communities, schools, and homes.

The CEC was established by the governments of Canada, Mexico and the United States through the North American Agreement on Environmental Cooperation, the environmental side agreement to NAFTA. An intergovernmental organization, the CEC brings together citizens and experts from governments, nongovernmental organizations, academia and the business sector to seek solutions to protect North America's shared environment while supporting sustainable economic development. Find out more at: <www.cec.org>.

The CEC's Council, its governing body, approved the project entitled *Measurement and Mitigation of Food Loss and Food Waste* as part of the Operational Plan for 2017–2018. This project is a follow-up to the recently completed project, entitled *North American Initiative on Food Waste Reduction and Recovery*, under CEC's previous Operational Plan for 2015–2016. That project was developed to reduce food loss and waste being disposed of in landfills; contribute to reducing greenhouse gas emissions related to food loss and waste throughout the food supply chain (notably methane emissions from landfills); and promote green growth by encouraging sustainable consumption and production practices. That project resulted in a [foundational report and an accompanying white paper](#) that presented research findings showing the magnitude of food loss and waste in the three countries and proposed strategies to reduce food loss and waste through source reduction, food rescue and recovery, and enhanced measuring, tracking and reporting. The current project's effort will continue in a similar vein, with a particular emphasis on measurement and mitigation. For a complete description of the project, including tasks and related budget, please visit the [CEC website](#).

II. Terms of Reference

A. Overview and Scope

The overarching purpose of this work is to develop resources that will help youth organizations engage children and young adults from North American communities, including urban, local/rural and indigenous,¹ to influence the attitudes and behavior change required to prevent, recover and recycle food loss and waste (FLW). This work will contribute to the education of youth about FLW issues and associated economic, environmental and social impacts through the

¹ This term can vary by country and includes indigenous, tribal and aboriginal peoples/communities.

development of learning tools. The project will also help youth organizations to empower and motivate youth to take action to reduce FLW in their communities, schools, and homes.

The project will establish and consult with an advisory committee of representatives from youth organizations that will assist in identifying opportunities and approaches for youth education on FLW to help the development of a toolkit that will include information resources, learning tools, and practical approaches and strategies for youth organizations to engage youth.

The project will develop the following outputs:

1. An assessment of gaps and opportunities, and recommended approaches for youth education and campaigns on food loss and waste including recommendations for toolkit uptake and implementation by youth organizations, and the proposed content of a FLW youth engagement toolkit for organizations with practical approaches and strategies to engage youth, information resources for youth organizations, and learning tools;
2. Summary reports from meetings of the advisory committee; and
3. A FLW youth engagement toolkit with practical approaches and strategies, FLW information resources, and learning tools for engaging and educating North American youth on the prevention, recovery and recycling of FLW.

The primary audiences for these outputs are youth organizations and experts in youth education focusing on youth in two age groups (5–13 years old and 14–23 years old); examples include learning annexes, clubs, community groups, schools, teachers, etc.

Outputs generated under this contract must be engaging to youth and youth organizations and easy to understand while conveying environmental, social and economic information. Technical and other considerations will need to be addressed in sufficient detail to be of value to the target audience and in adherence to section II.D (Quality of Deliverables).

The work will be supported by the project steering committee, which is composed of government representatives from Canada, Mexico, and the United States and will receive input from youth organizations serving on an advisory committee convened to provide recommendations for and review of project outcomes.

B. Description of Services

The consultant shall coordinate with the CEC's designated contacts to accomplish the following:

B1. Establish an Advisory Committee and Organize, Facilitate, and Document its Meetings

The consultant may allocate up to 15% of resources to support activities under B1 and related activities under B4.

The consultant shall establish an advisory committee and organize, facilitate, and document advisory committee meetings as follows.

1. Establish a youth organization advisory committee, with input and subject to the approval of the CEC Secretariat and the project steering committee (SC), to provide input and advice to the project. The advisory committee must have representatives from Canada, Mexico, and the United States, and may have international youth organizations as well as experts in youth education and campaign delivery (e.g., schools, teachers, learning

annexes, clubs, community groups, etc.) as members. The advisory committee will consist of representatives of up to 10 youth organizations and other key organizations with relevant expertise in youth engagement, including those organizations with experience working with youth, including urban, local/rural and indigenous communities. The consultant is expected to convene up to five virtual committee meetings.

The CEC Secretariat shall provide direct support to the consultant for advisory committee meetings as applicable (e.g., teleconference, videoconference, and webinar platforms and management; simultaneous interpretation and document translation).

2. Develop materials, including agendas, presentations, and charge questions, for each meeting of the advisory committee. Materials will be preapproved by the CEC Secretariat for input prior to release and be disseminated to advisory committee members one week in advance of the meeting to allow preparatory time.
3. Present and seek input from the youth organization-based advisory committee on topics such as:
 - a. opportunities for youth engagement, promotion, and communication, approaches and planning,
 - b. learning tools and resources, including web content and promotional materials,
 - c. efforts to encourage youth to undertake projects in their communities,
 - d. approaches to reach youth in urban, local/rural and indigenous communities (considering language barriers, cultural differences, etc.), and
 - e. opportunities for toolkit uptake and implementation beyond 2018 by advisory committee member organizations and other youth organizations; and
 - f. other pertinent information, as directed by the CEC Secretariat.
4. Prepare summary reports, in accordance with Chatham House Rules, for each advisory committee meeting, which will include:
 - a. a list of attendees (including complete contact information)
 - b. a synopsis of information shared under each agenda item
 - c. recommendations
 - d. an annex containing presentation materials

B2. Assess Opportunities to Engage Youth

The consultant may allocate up to 25% of resources to support activities under B2 and related activities under B4.

The consultant shall assess gaps and opportunities and recommend approaches for youth education and action campaigns on food loss and waste, including proposed content of an FLW youth engagement toolkit, which includes FLW tools and information resources for youth organizations, as follows:

1. The CEC Secretariat will provide a comprehensive list of existing FLW tools and resources to the consultant and identify those which may be most adaptable to the current project.
2. Through consultation with the advisory committee, determine what FLW information and resources are needed by youth organizations to engage youth to address FLW through their programs, and consider practical approaches and strategies that youth

organizations can implement to engage youth to address FLW through their programs including potential partnerships to pilot learning tools.

3. Assess existing learning tools for FLW and other environmental initiatives to determine gaps, opportunities, and best practices. Consult and seek input from the advisory committee on needs, opportunities, and best approaches to use FLW learning tools to effectively influence young consumer attitudes and behavior changes toward food loss and waste. Materials may include fact sheets, video, infographics, flow chart diagrams, activity plans for clubs, goals, contest and merit awards, guidance and tools for FLW reduction projects/activities like food waste audits/survey and FLW reduction plans for use in homes and community organizations, including schools and community centers.
4. Summarize the results of the assessments and consultations into a report that includes:
 - a. FLW orientation information, including baseline knowledge materials on "what is food loss and waste and why do we care?"
 - b. practical approaches and strategies for youth organizations to engage youth to address FLW;
 - c. a description of proposed learning tools to be included in the toolkit, with a target of approximately twenty total learning tools with ten per age group (5-13 years old and 14-23 years old);
 - d. proposed format and design for toolkit and learning tools;
 - e. a communication and outreach plan for the launch of the toolkit, including specific communication and outreach efforts for Canada, Mexico, and the United States, and efforts for youth in urban, local/rural and indigenous communities;
 - f. opportunities for toolkit uptake and implementation beyond 2018 by advisory committee member organizations and other youth organizations.

B3. Develop Toolkit

The consultant may allocate up to 75% of resources to support activities under B3 and related activities under B4.

Upon approval of the CEC Secretariat, the consultant shall develop the toolkit, including approved FLW information resources for youth organizations, practical approaches and strategies for youth organizations to engage youth to take action to reduce FLW, and FLW learning tools, in accordance with the following:

1. The toolkit will include approximately twenty learning tools, with a target of ten per age group (5-13 years old and 14-23 years old) of an average size of two pages per learning tool. Additional attachments and worksheets for learning tools may be included upon review. All content of the toolkit will be designed for download, print, or electronic use.
2. Website content for use by the CEC and potential partner youth organizations for promotion, dissemination and web hosting of toolkit.
3. Communication material for special events relevant to FLW issues, such as Earth Day, National Waste Management Week, and Food Waste Day, to be used in promoting the toolkit.

4. A final English version of the toolkit and all content shall be produced by the consultant and be delivered with an accompanying English language text file. Translation will be completed in Spanish and French by the CEC Secretariat, and the consultant will be responsible for production and delivery of the final version of the toolkit in English, French and Spanish.
5. The consultant will deliver an editable template version of the toolkit (laid-out versions), that could be adapted by youth organizations for their specific education programming needs and branding.

B4. Ensure Quality Deliverables

The consultant shall be responsible for undertaking the following activities under this component of the project; however, note that these items should be budgeted from B1 to B3:

1. Ensure all documents, including the learning tools and resources and meeting summary reports, are of publishable quality and adhere to the section II.D (Quality of Deliverables).
2. Ensure all draft and final submissions and other documents are revised by the identified project manager for quality control prior to submission to the CEC Secretariat, SC, advisory committee and others for review and input. Quality control shall include, but is not limited to, grammar, spelling, and formatting.
3. Ensure all draft and final documents and other materials are submitted to the CEC Secretariat on time in accordance with the schedule for deliverables below. Any delays, should they occur, will not reduce the allocated time made available for the CEC Secretariat, SC, advisory committee, and others to review and comment on the deliverables. Final deliverables must have undergone complete copy-editing by a qualified editor (resume to be included to the proposal).
4. Ensure advisory committee input is taken into consideration in preparing related documents, subject to approval by the CEC Secretariat and SC.

Deliverables and Schedule/Milestones

B1. Establish Advisory Committee, and Organize, Facilitate, and Document Meetings									
#	Deliverable	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Establish a youth organization advisory committee	Week of the 21 st							
2	Develop materials, including agendas, presentations, and charge questions, for 1 st meeting of the advisory committee.	Week of the 21 st							
3	1 st virtual meeting of the advisory committee		Week of the 4 th						
4	Summary report for 1 st virtual meeting of the advisory committee, including analysis and conclusions.		Week of the 11 th						

B1. Establish Advisory Committee, and Organize, Facilitate, and Document Meetings

#	Deliverable	May	June	July	Aug	Sept	Oct	Nov	Dec
5	Develop materials, including agendas, presentations, and charge questions, for 2 nd meeting of the advisory committee.		Week of the 11 th						
6	2 nd virtual meeting of the advisory committee		Week of the 25 th						
7	Summary report for 2 nd virtual meeting of the advisory committee, including analysis and conclusions.			Week of the 2 nd					
8	Develop materials, including agendas, presentations, and charge questions, for 3 rd meeting of the advisory committee.			Week of the 16 th					
9	3 rd virtual meeting of the advisory committee			Week of the 30 th					
10	Summary report for the 3 rd virtual meeting of the advisory committee, including analysis and conclusions.				Week of the 6 th				
11	Develop materials, including agendas, presentations, and charge questions, for 4 th meeting of the advisory committee.				Week of the 6 th				
12	4 th virtual meeting of the advisory committee				Week of the 20 th				
13	Summary report for 4 th virtual meeting of the advisory committee, including analysis and conclusions.					Week of the 3 rd			
14	Develop materials, including agendas, presentations, and charge questions, for 5 th meeting of the advisory committee.					Week of the 10 th			
15	5 th virtual meeting of the advisory committee					Week of the 24 th			
16	Summary report for the 5 th virtual meeting of the advisory committee, including analysis and conclusions.						Week of the 1 st		

B2. Assess Opportunities to Engage Youth									
#	Deliverable	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Draft report summarizing the results of the assessments and consultations (as per item B2 2-4), complementing advisory committee summary report content (item B1.4).	One week after every meeting							
2	Final report summarizing the results of the assessments and consultations (compilation of the 5 meetings content as per item B2 2-4).						Week of the 1 st		

B3. Develop Toolkit									
#	Deliverable	May	June	July	Aug	Sept	Oct	Nov	Dec
1	First draft of toolkit in English			Week of the 16 th					
2	First draft website content in English				Week of the 6 th				
3	Final draft of toolkit and website content						Week of the 15 th		
4	Final draft of toolkit in French and Spanish								Week of the 3 rd
5	Draft communication material (as per item B3.3)	Ongoing, as applicable							

C. Periodic Reporting Requirements

At the onset of the project, the consultant will participate in a kick-off meeting with the CEC Secretariat and government officials from the CEC Parties through remote conferencing. Throughout the project, the consultant will work in close collaboration with the CEC, the project's Steering Committee, and the advisory committee 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 designated staff.

The CEC Secretariat will forward draft deliverables to the project's Steering Committee for their review and comment. The CEC Secretariat will arrange teleconferences with the consultant, the CEC designated staff, and other experts on an as-needed basis. The goal of these meetings will be to present the products and assess progress on the project, including preparing material that would facilitate discussions with the Steering Committee.

- The consultant will inform the CEC of any potential problems, with suggested solutions and actions that could be taken to facilitate the project.

The consultant will work in their own offices.

D. Quality of Deliverables

The consultant is responsible for providing deliverables of **publishable quality** (i.e., copy-edited by a qualified editor prior to submission) in English and, when applicable, for prior 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](#). 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. For further information, see [Guidelines for CEC Documents and Information Products](#). 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 fulfill 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 sub-consultants, 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. 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. Project proposals should also specify country team leaders and team representatives for Canada, Mexico, and the United States.

3. Qualifications Required

Project proposals must clearly demonstrate that the project consultant possesses knowledge, skills and expertise in the following areas:

1. Environmental, economic, and social implications of food loss and waste, including causes, effects, and solutions.
2. Development of environmental education programs and targeted educational materials.
3. Youth engagement, including through crowdsourcing, and engagement at the community level.
4. Work with youth in urban, local/rural and indigenous communities.
5. Convene and manage an advisory panel.
6. Develop website, promotional, and educational content and materials with appropriate functionality and design.
7. Work effectively and with appropriate consideration to social and cultural differences across Canada, Mexico, and the United States.
8. Have the capacity within its team to work fluently in written and spoken English and Spanish, and to conduct research in French.

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 be organized as indicated below and include the following information:

1. Knowledge and Understanding of Work

- Provide background information relevant to this project that will 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.

2. Work plan and Methodology

- Provide a detailed and comprehensive work plan and methodology that clearly demonstrates how key activities under Section B (Description of Services) will be undertaken, including how assessments will be undertaken;
- Identify suggested modifications to the Terms of Reference, and the reasons for such modifications, if applicable.

3. Organization, Qualifications and Experience of Project Team

- Identify organization of Project Team, including project manager and country team leads for Canada, Mexico and the United States where relevant;
- Identify alternates that can fill in for the identified the project manager and country team leaders where relevant in the event of unforeseen circumstances;
- Provide a summary of qualifications and experience for each team member (including alternates) and any other relevant information (e.g. language proficiencies).

4. Allocation of Time (Hours) and Costs (C\$) By Task and Team Member

- For each member of the project team provide a detailed breakdown of assigned tasks, hours worked, and labor costs (C\$);
- Clearly identify total hours worked under and the total cost (including taxes) of this project.

5. Added Value Within Identified Budget

- Identify any additional tasks or activities not specified within the terms of reference but that will be undertaken by the contractor at no additional cost.

Annex A: Corporate Information

- Identify relevant corporate information pertaining to this work.

Annex B: Letters of Recommendation and References

- Two letters of recommendation from previous assignments;
- Details and contact information for three or more references.

Annex C: Resumes for Each Team Member

- Resumes for all project team members;
- Resumes for identified alternates for the project manager and country team leaders where relevant.

Annex D: Declaration of Acceptance and Impartiality and Independence for Contract

- Provide a completed copy of the CEC form identified in the Annex to this Terms of Reference.

Annex E: Examples of Previous Work

- Provide two samples of previous work.

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 standard milestone-based contract for these services. A sample is available upon request.

All work within the contract must be completed by 15 December 2018.

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](#).

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
Knowledge and understanding of work	10
Suitability of the work plan and methodology	30
Organization, qualifications and experience of project team	30
Allocation of resources (time, cost) by task and team member	25
Added value within identified budget	5
	<i>Total</i> 100

A minimum score of 80 will be required for the prospective consultant's proposal to be eligible for further consideration. Cost efficiency will be taken into account in the evaluation.

Proposals in response to this request will be evaluated by the CEC designated staff and 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 designated staff 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\$135,000 (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 or other equivalent software approved by the CEC to detect plagiarism (US\$50) should also be considered.

For universities and nongovernmental organizations, note that the CEC accepts that overhead be charged for administration and other indirect costs up to 15% of the total value of the contract.

If the proposal were presented by a consultant established in Mexico, the applicable value-added tax will be 0%, in accordance with Article 29, section IV, paragraph a) of Mexico's VAT Act, as these are technical services that were engaged from abroad.

All work must be delivered in final form by 15 December 2018.

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 table on deliverables and milestones described above.

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](#).

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 3 May 2018**. Proposals submitted after this deadline will not be considered.

Proposals must be submitted via e-mail to: gsanchez@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:

Gabriela Sánchez
Project Lead
Green Growth
Commission for Environmental Cooperation
393, rue St-Jacques Ouest, bureau 200
Montreal, QC, Canada H2Y 1N9
Tel: 514-350-4329

The CEC Secretariat intends to select the consultant and notify the applicants within a reasonable period of time following the proposal submission deadline.

ANNEX (see also Schedule D in CEC standard contract)

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: _____