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REQUEST FOR PROPOSALS

Public-facing assets and practitioner-tailored toolkits for raising awareness of wasted food issues and solutions during the FIFA World Cup 2026 and other large-scale events

for the CEC project

Using the World Cup and Large-Scale Events to Raise Awareness about the importance of reducing Food Waste

**Commission for Environmental Cooperation
2025**

I. Overview

The Commission for Environmental Cooperation (CEC) is requesting proposals from prospective consultants, in collaboration with governmental and expert advisors, to develop and promote outreach materials to raise awareness of wasted food through large-scale events, including the 2026 FIFA World Cup (FWC26). These materials will provide local governments, communities, and other key actors, the tools to design and implement social marketing campaigns that will promote sustainable management of food during large-scale, population-facing events.

Specifically, the consultant would be expected to:

1. Develop assets and an assets deployment guide to raise awareness about reducing wasted food during the FWC26. Assist host cities and/or other key actors in deploying these materials.
2. Develop a social marketing toolkit and customizable assets to support the planning and delivery of effective, awareness-raising campaigns to reduce wasted food at other large-scale events.

The Commission for Environmental Cooperation (CEC) was established in 1994 by the governments of Canada, Mexico and the United States through the North American Agreement on Environmental Cooperation, a parallel environmental agreement to NAFTA. As of 2020, the CEC is recognized and maintained by the Environmental Cooperation Agreement parallel to the new Free Trade Agreement of North America. The CEC brings together a wide range of stakeholders, including the general public, Indigenous People, youth, nongovernmental organizations, academia, and the business sector, to seek solutions to protect North America's shared environment while supporting sustainable development for the benefit of present and future generations. Find out more at: www.cec.org.

The CEC is governed and funded equally by the Government of Canada through Environment and Climate Change Canada (ECCC), the Government of the United States of Mexico through the *Secretaría de Medio Ambiente y Recursos Naturales* (Semarnat), and the Government of the United States of America through the Environmental Protection Agency (US EPA).

The CEC's Council (its governing body) approved the project, *Using the World Cup and Large-Scale Events to Raise Awareness about the Importance of Reducing Food Waste* under the 2024 CEC Operational Plan. The project aims to develop materials that municipal and local governments, as well as event managers and organizers, sports venues, and other organizations can use for many types of large-scale events, beginning with a pilot at the World Cup. It builds upon the success of past CEC FLW projects, and further demonstrates CEC leadership and visibility to support food loss and waste reduction in North America. For a complete description of the project, including tasks and related budget, please visit the CEC website at: <https://www.cec.org/using-the-world-cup-and-large-scale-events-to-raise-awareness-about-the-importance-of-reducing-food-waste/>.

II. Terms of Reference

A. Overview and Scope

Food loss and waste (FLW) can be defined as uneaten food and inedible food parts that are discarded during all stages of the food supply chain. There are many causes for FLW, including inefficiencies and poor functioning of food supply systems (e.g., via production, transport, processing, sales) and human behavior. This project will be tailored towards the latter part of the food supply chain and therefore focus on wasted food at the consumer and household level.

FLW is an increasingly important issue in Canada, Mexico, and the United States. Each year, nearly 170 million tonnes of food produced for human consumption in North America are lost and wasted across the food supply chain, including in pre-harvest and consumer sectors.¹ As wasted food biodegrades under anaerobic conditions in landfills, methane, a powerful greenhouse gas (GHG) that is more than 80 times greater than carbon dioxide (CO₂) over a 20-year period, is produced. Evidence shows that FLW prevention, reduction and diversion can support timely and meaningful reductions in short-lived climate pollutants, like methane, which contribute to climate change, degrade air quality, and threaten human health. FLW is also linked to other adverse environmental and socio-economic impacts, including inefficient use of natural resources, biodiversity loss, food insecurity, economic losses throughout the food supply chain, and reduced lifespans for landfills.

Sports, entertainment or cultural events, festivals, fairs, competitions, conferences and other large-scale events that may take place at stadiums or other public gatherings offer unique opportunities, both for promoting awareness about wasted food and also for encouraging diverse populations to adopt more sustainable decisions about food and wasted food. Large-scale events require the coordination and execution of massive food operations for event organizers, and cities hosting and/or organizing such events face associated challenges with waste and materials' management. The work under this Request for Proposals seeks to strengthen and enlarge a community of practice and networks to reduce the impacts of wasted food through the convening power of these large events. This will be conducted through local implementation of the assets and an assets deployment guide during the 2026 FIFA World Cup (FWC26) in North America, as well as the delivery of a separate, generic, social marketing toolkit and customizable materials for use at other large-scale events.

Phase 1: Months 1 to 6

- 1) Setting up a FWC26 technical advisory group of key North American, international, regional, provincial/state, city/local partners in the government, NGO, and private sectors (e.g., local organizing committees, municipalities, FIFA) that will provide feedback on CEC produced assets targeting the FWC26 audience, suggest partners and messengers to engage, and pilot the assets during the FWC26.
- 2) Developing FWC26 assets and an assets deployment guide:
 - a) Suite of customizable assets (digital content, printable content, and out of home ads) to raise awareness and motivate action to reduce wasted food that can be used at FWC26 games, including posters, ads, social media, infographics, etc.
 - b) Accompanying guide on how to deploy the assets from output 2a.
- 3) Ensuring outreach to key actors (local and municipal governments, event managers and organizers, and others) in the 16 North American cities hosting the FWC26 matches, to engage

¹ Source: CEC Foundational Report [Characterization and Management of Food Loss and Waste in North America, 2017](#).

them and subsequently guide the deployment of digital assets and partner engagement opportunities once the materials are ready.

Phase 2: Months 6 to 20

- 4) Compiling a summary report that evaluates FWC26 campaign implementation, including metrics, such as asset types and quantities, modes, placement, engagement, views, etc., by country of implementation.
- 5) Developing a generic social marketing toolkit for use with any large-scale event to encourage changes in public behavior, to reduce waste food in their day-to-day lives, that will contain:
 - a) Guidance on how to capitalize on a broad range of large-scale events to raise awareness and motivate action at the consumer level to reduce wasted food.
 - b) Guidance on how to approach developing a campaign associated with a broad range of large-scale events, including messaging, materials, partnerships, conducting pilots, etc.
 - c) Examples of messaging to raise awareness and motivate consumer action.
 - d) Customizable digital assets, such as posters, digital ads, social media, infographics, out-of-home ads, etc., that raise awareness of the importance of reducing wasted food with related guidance for deployment.
 - e) Evaluation guidance, including common key performance indicators for measuring campaign performance.
 - f) Guidance on budgeting and estimating costs, related to social marketing at large-scale events.

In Phase 1 of the consultant's workplan (from month 1 to 6), the CEC toolkit and support materials (outputs #1-3) will provide resources directly to the cities hosting FWC26 matches and related events, which thus can support and be integrated into their own sustainability initiatives or existing campaigns, serving also to complement any FIFA sustainability commitments.

By crafting and sharing consistent sports-adjacent sustainability messaging, the project will provide complimentary assets to partners (local and municipal governments of host cities, sports venues, and other organizations) who are involved in the planning and delivery of World Cup events.

In Phase 2 (outputs #4-5, months 6 to 20), the adaptable nature of assets and the content of the asset deployment guide developed for FWC26 will contribute to the design of a generic social marketing toolkit with customizable digital assets to support planning and delivery of effective wasted food reduction awareness-raising campaigns by local governments and other organizations for other large-scale events.

Work will be directed by CEC Secretariat-designated staff with guidance from this project's Steering Committee (SC). The technical advisory group (to be established under this project for Activity 1, composed of representatives from Canada, Mexico, and the United States) will provide advice, recommendations, lessons learned, and other input related to the planning and delivery of effective social marketing campaigns to reduce wasted food.

B. Description of Services

B1. Activity 1: *Develop assets and an assets deployment guide to raise awareness about wasted food reduction during the FWC26. Assist host cities and/or other key actors in deploying these materials.*

The consultant shall be responsible for undertaking the following activities under Activity 1:

Activity 1.1: Establish a FWC26 technical advisory group of key North American, international, regional, provincial/state, city/local partners (government, NGO, private sector) that will provide feedback on FWC26 assets, suggest partners and messengers to engage and pilot the assets during World Cup.

Activity 1.2: Develop a suite of FWC26 customizable assets (i.e., digital content, printable content, and out-of-home ads), to raise awareness and motivate action to reduce wasted food that can be used at FWC26 games and the host cities. These assets will include posters, ads, social media, infographics, etc., with an accompanying deployment guide.

The materials will be of publishable quality and be ready in English, French and Spanish by February 13, 2026. They will go through a final review by the CEC and be published on the CEC website after the trilateral approval process concludes. The consultant will coordinate, with the relevant CEC staff, the launch of the material at an open, virtual event, that will be organized, funded and hosted by the CEC, in early April 2026.

Activity 1.3: Provide outreach and strategic advice to key actors (local and municipal governments, event managers and organizers, sport venues, and others) in 16 the North American cities hosting World Cup matches, to guide the deployment of digital assets and partner engagement opportunities.

Activity 1.4: Develop a summary report evaluating the deployment of assets during FWC26 campaign implementation in the three countries, in English, French and Spanish, including metrics such as asset quantities, modes, placement, engagement, views, etc., by two months after the end of the games. This report will be published on the CEC website.

B2. Activity 2: *Develop a social marketing toolkit and customizable assets to support the planning and delivery of wasted food reduction awareness-raising campaigns at large-scale events.*

The consultant shall be responsible for undertaking the following activities under Activity 2:

Activity 2.1: Consult existing resources (i.e., the FWC26 technical advisory group and FWC26 Summary Report) and toolkits (i.e., [Rockefeller Foundation guide](#), [EPA toolkits](#), etc.) to ensure that work is additive.

Activity 2.2: Develop a Social Marketing Toolkit, with customizable assets in English, French and Spanish, by month 19. The toolkit and assets will go through a final review by the CEC and be published on its website after the trilateral approval process concludes. These outputs will have broader and lasting utility, given that they will be applicable for use with any type of large-scale event. The toolkit will include:

- 2.2.1 Related guidance on how to capitalize on large-scale events to support outreach and awareness-raising efforts.

- 2.2.2 Related guidance on how to approach developing effective social marketing campaigns for large-scale events, including messaging, partnerships, assets, pilots, etc.
- 2.2.3 Customizable digital assets and examples of messaging to raise awareness and motivate change to desirable public behavior.
- 2.2.4 Related guidance on how to measure and evaluate the performance of social marketing campaigns and resultant behavior changes, including key performance indicators commonly used on how to identify opportunities for continual improvement.
- 2.2.5 Related guidance on budgeting and estimating costs related to social marketing and deployment of assets at large-scale events.

Contract duration to deliver the work will be 20 months, with the expectation that Activities 1.1-1.3 will be executed before the start of the FWC26, and Activities 1.4-2.2 will be executed afterwards, within the 20-month period. Whenever work items across Activity 1 and 2 could be shared and thus be undertaken concurrently, the consultant is invited to present this workplan in the proposal.

C. Periodic Reporting Requirements

Throughout the project, the consultant will work in close collaboration with the CEC designated staff, the project's Steering Committee (SC), and experts to gather information to support delivery of the work.

However, the consultant will report only to, and receive direction only from, the CEC designated staff.

The CEC Secretariat will forward draft deliverables to the project's SC 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, get feedback and input from the project's SC, and assess progress on the project.

The consultant will present periodic status reports to the CEC designated staff, and to the SC when requested by CEC, that summarize the following:

- progress in previous month;
- current status;
- anticipated progress in upcoming month;
- potential problems, with description of and reasons for any delays; and
- actions that should be taken by the CEC Secretariat to facilitate the project.

A copy of these reports is to be sent to the CEC designated staff by e-mail.

The consultant will work in its own offices.

D. Quality of Deliverables

The consultant will be responsible for providing deliverables of **publishable quality** (i.e., copy-edited prior to submission) in English, French and Spanish, and for the technical review. Technical review and style correction required to ensure the quality of the materials will be the responsibility of the consultant. 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](#) if applicable, for the reports, and in the appropriate format approved by the CEC when

it comes to the assets and social marketing toolkit, 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, graphics and maps will be submitted with the report in their original file format (e.g., Word, PowerPoint, Photoshop, Excel or ArcGIS). Note that all amounts shall be presented in metric units. The CEC Secretariat will be responsible for final edition and publication of products from these activities.

Upon delivery by the consultant of reports or other materials under the project, the CEC will require 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. If 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 pre-agreed rate.

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 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 and comply with sanitary regulations/restrictions within the three countries.

2. Key Personnel

For the purposes of this Request for Proposal, the term "consultant" may refer to either a group or company or a single individual. If a proposal is submitted by a group of individuals or institutions, a "lead" consultant ("project manager") must be designated to take responsibility for ensuring overall coordination, the coherence of activity outputs, and the integration of information and ideas.

3. Qualifications Required

Project proposals must clearly demonstrate that the consultant possesses the requisite knowledge, skills, and expertise at the North American level in the following areas:

1. household and consumer-level wasted food;
2. public-facing assets and outreach materials to reduce wasted food at the consumer-level in North America and elsewhere;
3. awareness-raising methods and effective messaging strategies through one-time and large-scale events;
4. cultural relevancy, to ensure that the guide is responsive to different contexts in Canada, the United States and Mexico;
5. engaging experts or key actor organizations related to this work;
6. developing guidance, social marketing toolkits, and/or sustainability campaigns for local and municipal governments, event managers and organizers, sports venues, or other organizations;
7. ability to work fluently in written and spoken English, and capacity within the project team to conduct work in French and Spanish, including webinars and interviews.

Having (and being able to demonstrate) previous work experience involving the use of English, French and Spanish will be considered an asset.

4. Proposal Submission

Prospective consultants should refer to the **Terms of Reference (Section II)** of this document) or more detailed information on the project and the services to be provided. Prospective consultants are requested not to reiterate the “Description of Services” under the Terms of Reference section in their submissions but are invited to suggest modifications to enhance the proposal, if applicable.

Proposals must be organized as indicated below and include the following information:

1. Knowledge and Understanding of Work

- Provide brief 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. Workplan and Methodology

- Provide a detailed, comprehensive work plan and methodology that clearly demonstrate how key activities under **Section II** of this document will be undertaken, including engagement with experts, and identification of potential project challenges/risks, and specific measures that will be undertaken by the contractor to overcome these challenges/risks;

- Identify suggested modifications to the Terms of Reference, and rationale 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 who can fill in for the identified 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 by Task and Team Member

- For each member of the project team, provide a detailed breakdown of assigned tasks, hours worked, and labor costs per activity;
- Identify any other direct and indirect costs, and applicable taxes;
- No travel costs will be allocated for this work (all meetings and events will be held virtually).
- 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.

6. Additional information to provide:

Annex A: Letters of Recommendation and References

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

Annex B: Résumés of Each Team Member

- Résumés and language competencies of all project team members.
- Résumés of identified alternates for the project manager and country team leaders where relevant.

Annex C: Examples of Previous Work

- Provide two samples of previous work.

Annexes D.1, D.2: Declaration of Acceptance and Impartiality and Independence for Contract

- A copy of the completed and signed CEC forms must be provided. Annex D.1 is used when the consulting entity is an individual and Annex D.2 is used when the consulting entity is an institution or company.

Annex E: Corporate Information

- Identify relevant corporate information pertaining to this 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 milestone-based contract for these services. A sample is available upon request.

The duration of the contract to deliver the work will be 20 months. All work within the contract must be completed within this period.

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 by the CEC Secretariat according to the evaluation criteria below. Prospective consultants who submit proposals determined by the CEC Secretariat to be incomplete will be so notified in writing.

Evaluation Criteria	Maximum Point Rating
Knowledge and understanding of project requirements	10
Suitability of the proposed approach and work plan	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 at least 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 responding 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 copies of the proposals and will be asked to rate each proposal, using the evaluation criteria and their maximum point ratings, as given above.

The CEC's 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, as rated according to the evaluation criteria, will be noted and summarized. Once the selection has been made, the prospective consultant(s) 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 maximum budget for this activity is expected to be C\$360,000 (three hundred and sixty thousand Canadian dollars), including professional fees, expenses and applicable taxes. Of the total budget, 70% will be allocated for work undertaken under Activity 1 (Section II) and the remaining 30% will be allocated for work undertaken under Activity 2 (Section II).

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 was 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.

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

F. Financial and Other Confidential Information

Basis of Payment: The consultant will be paid according to the table on deliverables and milestones in the "Description of Services" and "Estimated level of resources required" sections 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 after 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.

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.

G. 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](#).

H. Deadlines for Proposal Submission and Decision

The proposal, including all relevant attachments, must be received by the CEC Secretariat by **5:00 PM ET on July 25, 2025**. Proposals submitted after this deadline will not be considered.

Proposal format must be in Adobe PDF format. Once the proposal has been submitted electronically, the CEC will confirm receipt within three business days.

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

The contact person to whom the proposals should be submitted via e-mail is:

Antonia M. Andúgar Miñarro

Project Lead

Commission for Environmental Cooperation

aandugar@cec.org



Annex D.1- SCHEDULE D (Individuals)

DECLARATION OF ACCEPTANCE, 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: _____



Annex D.2 - SCHEDULE D (Companies or Institutions)

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

I, the undersigned,

Last Name: _____ First Name: _____,

acting as the legal representative of _____

ACCEPTANCE

☐ hereby declare that _____ accepts to serve as a 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 Environmental Cooperation Agreement (ECA) 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.)

☐ _____ is impartial and independent with respect to the ECA 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 _____ impartiality or independence, and that may constitute a conflict of interest.

OR

☐ _____ is impartial and independent with respect to the ECA Parties and their CEC representatives, Secretariat staff, and/or third parties involved in the performance of this contract, and intends 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 _____ 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, _____ may set out measures it intends 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: _____