

**CALL FOR APPLICATIONS No. 247 of 2025**  
**Date: March 3, 2025**

Resume Request for Selecting and Hiring Professional Consulting Services Develop automatization and processing data tools that allow monitoring and field information to be properly manage and analyzed, given specific guidelines from both country and global teams

Dear Applicant,

Conservation International Foundation (hereinafter, 'Conservation International') requires the hiring of an individual consultant to Develop automatization and processing data tools that allow monitoring and field information to be properly manage and analyzed, given specific guidelines from both country and global teams.

The purpose, conditions, and specifications of the services to be contracted are detailed in the Terms of Reference document included in [Annex 1](#) a esta convocatoria.

Interested parties must submit their resume following the instructions indicated in section 1.3 of this document no later than **March 21<sup>st</sup>, 2025**

All applicants are expected to uphold the highest standards of conduct in the preparation, submission, and eventual execution of the work specified in this call, in accordance with CI's Code of Ethics, available at: [Code of Ethics \(conservation.org\)](http://conservation.org/code-of-ethics). Applications will be rejected if found to involve illegal or corrupt practices. We encourage interested parties to carefully review the conditions of this call before submitting their resume and to follow the instructions provided in this document.

*The reputation of Conservation International stems from our commitment to our values: integrity, respect, courage, optimism, passion, and teamwork. The CI Code of Ethics (hereinafter the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers to uphold CI's core values and outlines the minimum standards of ethical conduct that all parties must comply with.*

*Any violation of the Code of Ethics must be reported to CI through its ethics hotline at <https://secure.ethicspoint.com/domain/media/en/gui/10680/index.html>.*

*Concerns or questions regarding the integrity of the procurement process and its documents must be reported through the website [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com) under the procurement and purchasing activities.*

## **Resume Request**

For

**Develop automatization and processing data tools that allow monitoring and field information to be properly manage and analyzed, given specific guidelines from both country and global teams.**

Contracting Entity:

**CONSERVATION INTERNATIONAL FOUNDATION COLOMBIA**

Funded under:

**Priceless Planet Coalition - Colombia**

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## 1. INSTRUCTIONS AND GENERAL GUIDANCE

### 1.1 Introduction

Conservation International Colombia (CI) aims to meet the need identified and detailed by the Procurement Applicant in the Terms of Reference ([Annex 1](#)), to meet the implementation requirements of **the Priceless Planet Coalition** project through a competitive selection process, which will begin with the publication of this Resume Request on its website and its dissemination through social media or mass information channels, if applicable.

Once the resumes are received, CI will establish and delegate a qualified Evaluation Committee to initially verify compliance with the minimum requirements indicated in section 11 of the Terms of Reference. Subsequently, the resumes will be assessed and scored as outlined in the Evaluation chapter (12) of the Terms of Reference. The results will be documented in an Evaluation Report and communicated to all applicants in a general manner, without including specific details.

### 1.2 Who Can Apply?

The call is open to Colombian and/or foreign individuals who meet the requirements outlined in Chapter 11 of the Terms of Reference (Annex 1).

CI ensures compliance with and upholds the principles of transparency, prior information, and confidentiality as established in its procurement policies and international best practices. It shares relevant information with applicants to guide their submissions throughout the selection process. Likewise, CI adheres to the principle of inclusivity, allowing broad participation from qualified individuals in the market for the services to be contracted, without distinction based on race, gender, religious preferences, or physical abilities.

### 1.3 Chronological List of Events

The following schedule outlines the key dates in the call for applications process. Bidders must strictly adhere to these deadlines.

- *Publication of the call for applications:* **March 6, 2025**
- *Deadline for applications:* **March 21, 2025.**

The above dates may be modified at CI's discretion. Any changes will be published/announced as an amendment to this schedule.

### 1.4 Application Instructions

Interested candidates must submit their resume, along with the required supporting documents, within the application deadline indicated in the previous section, to the following email address: [convocatoriascico@conservation.org](mailto:convocatoriascico@conservation.org), indicating in the subject line of the email the following text: **"247-Restoration Data Analyst"**, following the instructions below:

- Verify if you meet the minimum requirements to participate in the process by completing the first page of the resume template included in Annex 2,
- If you meet the requirements, prepare your resume in no more than four (04) pages using the template in [Annex 2](#), save it as a .pdf file, and name it: "FirstNameLastName-Resume". Please also attach the document in Excel format (unsigned if preferred).
- Compile and save the supporting documents for education and experience in a single .pdf file, and name it "FirstNameLastName-SupportingDocs".
- Properly complete the form in [Annex 3](#), save it as a .pdf file, and name it: "FirstNameLastName-Declarations".

The applicant is responsible for ensuring that their resume is received in accordance with the instructions provided in this document and for including the necessary and relevant experience for the purposes of the call, as specified in Chapter 11 of the Terms of Reference.

CI encourages applicants, in line with their responsibility for resource conservation and ongoing preventive measures in response to the global health emergency, to avoid using physical means for their application submission. Likewise, to promote administrative efficiency and streamline the process, applicants are urged to include only the documentation and information requested in this Call for Applications.

**Resumes submitted after the deadline will not be considered in the process.**

This call for applications does not obligate CI to execute a contract, nor does it require CI to cover any costs incurred in the preparation and submission of resumes. Additionally, CI reserves the right to reject any or all applications if such action is deemed to be in CI's best interest.

## **1.5 Personal Data Processing**

Individuals who choose to participate in this selection process must voluntarily, explicitly, informedly, and unequivocally authorize Conservation International Foundation, located at Carrera 13 No 71-41, Bogotá D.C, Colombia. Tel: (+571) 3452854 /52/63 Fax :(+571) 3452854 Ext. 109. [www.conservation.org.co](http://www.conservation.org.co) for the collection and processing of the data they provide, under the terms and conditions established in the Personal Data Processing Policy available at the following link: <http://www.conservation.org.co/Utilidades/habeas-data>. Likewise, they must explicitly state that they have read, understood, and accepted the terms and conditions established in the aforementioned Policy.

To comply with this requirement, the applicant must complete and submit the form included in Annex 3 of this Resume Request.

## **1.6 Right to Reserve and Confidentiality**

CI Colombia reserves the right to award a contract without further discussion or to modify the type of award. This Resume Request does not obligate CI to grant a contract, nor does it commit CI to covering any costs incurred by the applicant in preparing and submitting their application. CI reserves the right to initiate negotiations on pricing and terms as necessary.

Proprietary information provided by the applicant will be treated as confidential and will not be shared with potential or actual applicants during the application process. This includes, but is not limited to, price quotes, cost proposals, and technical proposals. CI may, but is not obligated to, publish awarded contracts on its public website after the bidding process has concluded and the contract has been awarded. CI's evaluation results are confidential, and applicants' scores will not be shared among participants.

## **1.7 Eligibility Criteria**

Applicants will not be hired if:

- They are bankrupt or undergoing liquidation, their affairs are being managed by the courts, they have entered into an agreement with creditors, have suspended their business activities, are subject to proceedings related to these matters, or are in a similar situation resulting from a comparable procedure under national legislation or regulations.
- They or individuals with decision-making, representation, or control powers over the company or organization have been convicted by a court ruling for a crime related to their professional conduct.
- They have been found guilty of serious professional misconduct, as proven by any means that CI may justify.

- They have failed to meet obligations related to social security contributions or tax payments in accordance with the legal provisions of the country where they are established, those of CI's country, or those of the country where the contract will be executed.
- They or individuals with decision-making, representation, or control powers over the company or organization have been convicted by a court ruling for fraud, corruption, participation in a criminal organization, or money laundering.
- They promote or use child labor or forced labor and/or engage in discriminatory practices, and/or do not respect the right to freedom of association and the right to organize and participate in collective bargaining in accordance with the fundamental conventions of the International Labour Organization (ILO).

## **2. CONTRACTING METHOD**

CI will enter into a consulting services contract using the model included in [Annex 4](#), with the selected applicant, after conducting the eligibility and security verifications as outlined in section 1.7 of this document and Chapter 14 of the Terms of Reference ([Annex 1](#)).

By applying, the applicant acknowledges and agrees to sign the guarantees required in the contract, as specified in the attached model.

## **3. ANNEXES**

### **1.8 Annex 1. Terms of Reference of the Call for Applications**

- Document attached in PDF.

### **1.9 Annex 2. Resume Template for Individual Consultant**

- Document attached in MS Excel.

### **1.10 Annex 3. Declaration and Authorization for Personal Data Processing Form**

- Document attached in MS Word.

### **1.11 Annex 4. Contract Template**

- Document attached in PDF.