Request for Proposals for the Responsible AI Working Group's Project on Biodiversity Preservation and AI Roadmap

I.   CONTEXT

Global Partnership on Artificial Intelligence (GPAI)

The Global Partnership on Artificial Intelligence (GPAI) is an international and multi stakeholder initiative to guide the responsible development and use of artificial intelligence consistent with human rights, fundamental freedoms, and shared democratic values, as reflected in the OECD Recommendation on AI.

Two Centres of Expertise have been established in Montreal and Paris to support the GPAI's different working groups. The International Centre of Expertise in Montreal on Artificial Intelligence ("CEIMIA" from its French acronym) assists the "Responsible AI" and "Data Governance" Working Groups. The Paris Centre supports the "Future of Work" and "Innovation and Commercialization" Working Groups.

The Responsible AI Working Group (RAI WG) supports GPAI's mission with its mandate to "foster and contribute to the responsible development, governance, and use of human-centred AI systems, while seeking to address the UN Sustainable Development Goals". One ongoing project of the RAI WG is entitled Responsible AI Strategy for the Environment. A first report has been published in November 2021 focusing on recommendations for climate action. The work is continuing in 2022 and includes a focus on biodiversity preservation.

1.   *Climate and Biodiversity Preservation*

The combined fight against the climate crisis and biodiversity degradation represents one of the most pressing challenges humanity is facing. Artificial Intelligence can be harnessed productively and responsibly to inform and implement government's policy as well as private sector and civil society in their ecological transition.

II.   OBJECTIVE & SCOPE

The objective of this project is to develop an action-oriented roadmap for the responsible use of AI for biodiversity preservation to be disseminated ahead of the COP-27 and GPAI's 2022 Summit in November. The roadmap should cover the following:

● Mapping key areas where AI can be used to support biodiversity preservation;
● Developing a responsible AI framework in the context of biodiversity preservation, including the risks in terms of privacy, fairness, control, safety, and security, etc.;

- Answering key questions around investment and capacity-building opportunities, research and development, adoption and scale-up;
- Mapping and consulting with key stakeholders in the area and outlining the role each can play (research institutions, international organizations, government departments, etc.);
- Defining milestones and time frames for recommended actions;
- Identifying current and high potential use-cases to be refined in collaboration with other GPAI working groups and projects.

III.   OUTPUT & DELIVERABLES

The output is a report developed under the responsibility and close guidance of the GPAI Responsible AI Working Group, expected to be around 50 pages in length, providing:
- An action-oriented roadmap at the intersections of responsible AI and biodiversity preservation (that should address the what, how, who and when);
- Current and high potential biodiversity preservation use-cases to be developed in consultation with all GPAI working groups and projects.

A slide-deck presentation of the report should be provided.

IV.   RESOURCES

The CEIMIA will provide programme funding of up to **EUR 80,000** to appoint expert consultancy support for the development and production of the outputs.

V.   GOVERNANCE

The GPAI Responsible AI Working Group will establish an Evaluation Panel (excluding members with a potential conflict of interest) that will lead on the scoring of bids according to the evaluation criteria under Annex 1.

The CEIMIA will run the administrative process for the selection of consultancy, provide advice to the GPAI Responsible AI Working Group Experts, and day-to-day engagement with the consultancy partner.

The GPAI Responsible AI Working Group will lead on project direction and review key milestones and outputs. The GPAI Responsible AI Working Group Experts will meet with the Consultancy Partner on a regular basis and be invited to workshops organized and run by the Consultancy Partner, if any.

The Consultancy Partner will develop the outputs specified under Section 3, satisfying the standards and expectations of GPAI Responsible AI Working Group Experts.

The report will be authored by the Global Partnership on AI with the consultancy noted in the acknowledgments.

VI.   METHODOLOGY

Once appointed, the Consultancy Partner will:

● Work with the GPAI Responsible AI Working Group Experts to refine the objectives and orientations of the deliverables.
● Organise regular project team meetings (weekly, biweekly or monthly, depending on work progress and needs) with the GPAI Responsible AI Working Group Experts to report on progress and seek comments (until report delivery).
● Incorporate regular feedback through review of deliverable draft outputs by the GPAI Responsible AI Working Group Experts.
● Participate in occasional exchanges and meetings after report delivery until the GPAI Annual Summit taking place in November 2022 at the request of project leaders in view of summit preparation as well as a debrief meeting after the summit.

VII.   TIMELINE

Bidding consultancy partners are required to set out a timescale for meeting the full scope of the project in their proposals (see Annex 1 under Project Management).

A timetable is set out as below:

Milestone	Date
Request for proposals published	**April 19, 2022**
Deadline for proposals (extended)	**Midnight AoE, May 22, 2022**
Duration of consultancy engagement	**June 1 - November 30, 2022**
Final report submission	**September 30, 2022**
Report review, COP27 & GPAI summit preparation and report promotion	**October 1 - November 30, 2022**

ANNEX A: TENDER RESPONSE AND EVALUATION CRITERIA

By midnight Anywhere on Earth on **May 22, 2022**, interested parties should submit a costed proposal (in English) to lama.saouma@ceimia.org which includes:

- the project title "Proposal - Biodiversity Preservation & AI" in the email subject line
- a proposal that meets the requirements of the evaluation criteria specified below

Questions about the tender should be addressed to lama.saouma@ceimia.org (AI Initiatives Lead, CEIMIA). CEIMIA reserves the right to make anonymized questions and answers public or shared with other organizations having stated their interest.

The CEIMIA does not commit to accept the lowest bidding or any of the proposals received and reserves the right to accept them in whole or in part. CEIMIA will own all intellectual property rights and copyrights on the work carried out by the contractor in the framework of this project.

The resources identified in the submission may not be changed after the deadline for receipt of submissions, unless authorized by CEIMIA or its designated representative.

Evaluation Criteria

GPAI has a mission statement that asserts that it will "*facilitate international project-oriented collaboration ... taking into particular account the interests and contributions from emerging and developing countries*". This is reflected within our criteria under "ability to access and include perspectives from emerging and developing countries". The Working Group strongly encourages proposals from teams that can represent these perspectives.

The evaluation panel will review proposals as below:

Criteria	Weighting	Page limit	Guidance
Skills, expertise and experience	40%	5 pages (plus CVs in appendix)	Please demonstrate the relevant skills and expertise of your organization and staff, to undertake this work. To evidence this, please provide summary CV details (relevant experience, qualifications and professional accreditations) for the people who will be responsible for delivering this work. Please include an organisational chart showing a summary of roles and responsibilities, and the amount of each person's time to be dedicated to this project. Please include examples of previous similar work.

Proposed methodology (including delivery plan plus commitment to work collaboratively and in the open)	20%	3 pages	Please provide details of your Delivery Plan and methodology for the project, from contract commencement to contract completion. The Delivery Plan should: - Include a proposed methodology for how you will carry out the work including key stages, tasks and activities; - Demonstrate how you will work collaboratively and in the open both with GPAI's Responsible AI Working Group of Experts and the wider external community, including with diverse groups of the population; - Demonstrate a clear and appropriate methodology for delivering the outputs and scope of the project, with clear rationale; and
Project management, timeline and milestones	15%	2 pages	Please provide details of your methodology for management of the project, from contract commencement to contract completion. Please provide project management proposals, including management structures to be established, delivery timetable & identification and management of risks that may arise and strategy for how to overcome these. Please provide: - Project Plan setting out key milestones and dependencies; - How you will meet the timescales required, and ensure the timings and contract price is not exceeded; and - Key risks you feel may arise and how you will overcome these. Your response should provide confidence that: ● you have the ability to deliver the scope of the project; ● the project plan is comprehensive, realistic and achievable; ● the programme will be managed effectively and with flexibility, and that the management structure is robust; ● you will meet the timescales required, and ensure the timings and contract price are not exceeded; ● provide confidence that you are capable of

			efficient and effective use of resources; ● any key risks are identified, considered and appropriate mitigation strategies are proposed; ● that key roles/responsibilities have been identified and appropriate identified individuals are assigned; and ● you have demonstrated sufficient capacity within the tenderers organization to deliver the requirements.
Pricing	15%	1 page	Please include a costing breakdown of day rates and time allocated by project team members.
Ability to access and include perspectives from emerging and developing countries	10%	1 page	Please demonstrate how your proposal can represent global perspectives on AI and the environment, taking into particular account the interests and contributions from emerging and developing countries.