

**Global Partnership on Artificial Intelligence (GPAI)
Responsible AI Working Group
Project “A Responsible AI Strategy for the Environment”
Terms of Reference**

1. Context

Global Partnership on Artificial Intelligence (GPAI)

The [Global Partnership on Artificial Intelligence](#) (GPAI) is an international and multistakeholder 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".

Climate Change and AI

The combined fight against climate change and to preserve biodiversity 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.

2. Objective

The overall objective of the RAI WG's project “*A Responsible AI strategy for the environment*” is to develop a global responsible AI adoption strategy for climate action and biodiversity preservation. This will be done through a roadmap that will first focus on research, but should later on also include development, adoption, and upscale of actions. The goal is to empower the public and private sectors to more easily identify areas for investments that can contribute to climate action and to the preservation of biodiversity.

3. Output

As the RAI WG has committed to deliver an **action-oriented roadmap at the intersection of AI and climate action** for the 2021 GPAI Summit (November 11-12 2021), the outputs will include:

- A report, expected to be 30-40 pages in length, providing:
 1. An action-oriented roadmap at the intersections between responsible AI and climate action to be disseminated ahead of the COP-26 in Glasgow, UK in November.
 2. Five to ten (5-10) relevant climate action use-cases to be shared across all GPAI working groups and projects.

4. Scope

The output should cover the following:

1. **An action-oriented roadmap at the intersections between responsible AI and climate action to be disseminated ahead of the COP-26 in Glasgow, UK in November.**

The roadmap will include the following:

- A mapping of the key areas that would benefit from government investment in public research, starting with the Paris Accord commitments, to identify main gaps, leverage points, and friction points.
- An analysis of what the responsible use of AI in the context of climate action entails, including the risks in terms of privacy, fairness, control, safety, and security (to be build in consultation with the RAI WG Climate Action & Biodiversity Preservation Committee).
- A proposed capacity-building roadmap (e.g. expertise & tools, as well as access to relevant high resolution data) for governments and key international organizations to systematically harness the power of AI & data in the ecological transitions.
- A public research roadmap identifying key areas requiring government support because of lack of short-term incentives.

2. **A small booklet of 5-10 high potential climate action & biodiversity preservation AI use-cases to be refined in collaboration with other GPAI working groups and projects.**

The booklet will include the following for each use-case:

- A brief description of the use-case
- A brief description of its techno-scientific foundations & ramifications
- A brief analysis of its impact potential
- A brief analysis of its main 'responsible adoption' challenges

5. Resource

The CEIMIA will provide programme funding of up to **CAD 60,000** (approximately **EUR 40,000**) to appoint expert consultancy support for the development and production of the outputs.

The RAI WG will establish an **Evaluation Panel** for bids (excluding members with a potential conflict of interest at this stage), which will then become the **Project Steering Group** during the project engagement (bringing back in those who may have been excluded from the selection process). The steering group will also help brainstorm and prepare some of the key documents to be presented to the Working Group.

6. Governance

The **CEIMIA** will run the administrative process for the selection of consultancy, provide advice to the **Project Steering Group**, and day-to-day engagement with the **consultancy partner**.

The **Evaluation Panel** will lead on the scoring of bids.

The **Project Steering Group** will lead on project direction and review of outputs. The Project Steering Group will meet with the Consultancy Partner on a regular basis.

The **RAI WG Climate Action & Biodiversity Preservation Committee** (see Annex 2) will review key milestones (e.g. drafts) and be invited to workshops organized and run by the **Consultancy Partner**, if any.

The **Consultancy Partner** will lead on the development and production of outputs specified under Section 4, and be responsible for the final product satisfying the standards and expectations of the **Project Steering Group**.

7. Methodology

The **CEIMIA** will lead on organizing and running the process to select a **consultancy partner** and will apply the evaluation criteria under Annex 1.

Once appointed, the Consultancy Partner will:

- work with the **Project Steering Group** refine the objectives and orientations of the deliverables
- organise weekly project team meetings with the **Project Steering Group to report on progress and seek comments**.
- Work with the **Project Steering Group** to organise monthly meetings to present current work status to the **RAI WG Climate Action & Biodiversity Preservation Committee**.
- incorporate **regular feedback / comments** through review of deliverable draft outputs by the **Project Steering Group** and **RAI WG Climate Action & Biodiversity Preservation Committee**. The Consultancy Partner's proposal should include plans to regularly consult with both groups.

8. 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	May 31, 2021
Deadline for Proposals	Midnight AoE, June 18, 2021
Selection of proposal	June 28, 2021
Notification of tenderers	June 29, 2021
Contract signed	June 29-30, 2021
Start of consultancy engagement	July 1, 2021
First draft of the report	September 10, 2021
Final report completed / end date	September 30, 2021

Annex 1: Tender response and evaluation criteria

By midnight AoE on **June 18, 2021**, interested parties should submit a costed proposal (in English) to dominique.croteau@ceimia.org which includes:

- the project title “GPAI Project - A Responsible AI strategy for the environment” in the email subject line
- a proposal that meets the requirements of the evaluation criteria specified below

If you have any questions about the tender, please contact dominique.croteau@ceimia.org (Head of Responsible AI Initiatives, CEIMIA) no later than **June 7, 2021**. CEIMIA reserves the right to make both anonymized questions and answers public or shared with other organizations having stated their interest.

The CEIMIA does not commit to accept the lowest 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 and its designated representative.

Evaluation Criteria

GPAI has a mission statement that states that it should “*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	20%	2 pages	<p>Please demonstrate the relevant skills and expertise of your organization and staff, to undertake this work.</p> <p>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.</p> <p>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.</p>
Proposed methodology (including delivery plan plus commitment to work collaboratively and in the open)	20%	3 pages	<p>Please provide details of your Delivery Plan and methodology for the project, from contract commencement to contract completion.</p> <p>The Delivery Plan should:</p>

			<ul style="list-style-type: none"> - 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 GPAl'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 - Provide confidence in your approach and ability to deliver the scope and outputs of the project, in an appropriate and timely manner.
Project management, timeline and milestones	20%	2 pages	<p>Please provide details of your methodology for management of the project, from contract commencement to contract completion.</p> <p>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).</p> <p>Please provide:</p> <ul style="list-style-type: none"> - 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. <p>Your response should provide confidence that:</p> <ul style="list-style-type: none"> ● your approach and ability to deliver the scope of the project are appropriate; ● 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 your approach offers the most 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.
Case study 1	5%	1 page	Please provide a case study demonstrating evidence of delivering a similar, successful project for a client - including the nature of the client, an outline of the objectives and how they were successfully met.
Case study 2 (written sample)	5%	As an attachment	Please include a writing sample of a similar research report. This sample will be evaluated for its clarity of writing, and well structured, robust analysis.
Ability to access and include perspectives from emerging and developing countries	15%	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.
Pricing	15%	1 page	<p>Please include a costing breakdown of day rates and time allocated by project team members.</p> <p>The maximum marks available for this part of the proposal will be 20% and will be awarded to the Tenderer submitting the lowest price. The remaining Tenderers will receive marks on a pro-rata basis from the lowest to the highest price.</p> <p>The calculation used is the following:</p> $\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 20 \text{ (Maximum available marks)}$

Each part of the criteria will be evaluated and marked on a scale of 0-4 where:

- 0 – Serious concerns:** e.g. does not meet requirements, and/or raises serious concerns
1 – Minor concerns: e.g. meets some requirements but with gaps and/or some minor concerns
2 – Adequate confidence: e.g. meets most/all requirements, but lacks sufficient detail or evidence in some areas
3 – Good confidence: e.g. meets all requirements and provides a detailed response but lacks evidence in minor areas
4 – Excellent confidence: e.g. meets all requirements, provides a detailed response and evidence which demonstrates a particularly strong understanding of the requirements

Your score will be determined by the marks awarded for each question (out of 4), in accordance with the applicable weighting.

For example, if the weighting for a question is 10%, a mark of 4 for that question would lead to a score of 10%. A mark of 3 would lead to a score of 7.5%, a mark of 2 would lead to a score of 5%, a mark of 1 would lead to a score of 2.5%, and mark of 0 would lead to a score of 0%.

Annex 2: RAI WG Climate Action & Biodiversity Preservation Committee (as of 2021-05-27)

RAI WG Members

Name	Organisation
Raja Chatila (Co-Lead)	Sorbonne University
Yoshua Bengio	Mila - Quebec Artificial Intelligence Institute
Przemyslaw Biecek	Warsaw University of Technology
Marta Kwiatkowska	Oxford University
Christian Lemaître Léon	Metropolitan Autonomous University
David Sadek	Thales Group
Virginia Dignum	Umeå University

RAI WG Observers

Name	Organisation
Nicolas Mialhe (Co-Lead, Member of DG WG)	The Future Society
Alan Paic	OECD
Karine Perset	OECD

Invited Specialists

Name	Organisation
Bertrand Monthubert (Member of DG WG)	Occitanie Data
Neil David Lawrence (Member of DG WG)	University of Cambridge
Allan Feitosa (Member of DG WG)	Eldorado Research Institute
Cyrus Hodes (Observer in AIPR WG)	AI Initiative
Andrew Zolli	Planet Labs
Claire Melamed	Global Partnership for Sustainable Development Data
Claire Monteleoni	University of Colorado Boulder
David Jensen	UN Environment
Bistra Dilkina	University of Southern California
David Rolnick	McGill University; Mila
Florence Rabier	European Centre for Medium-Range Weather Forecasts (ECMWF)
Florian Pappenberger	European Centre for Medium-Range Weather Forecasts (ECMWF)
Carla P. Gomes	Cornell University
Iarla Kilbane-Dawe	Office for Artificial Intelligence, UK Government
Jay Ashton-Butler	Office for Artificial Intelligence, UK Government
Janez Potočnik	SYSTEMIQ
Aglaé Jezequel	Laboratoire des Sciences du Climat et de l'Environnement, Institut Pierre-Simon Laplace