



## Request for Proposals (RfP)

Consultancy Services for The development of a Knowledge Management Strategy for the project “Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis”

**International Union for Conservation of Nature and Natural Resources**

**Regional Office for Mexico, Central America and the Caribbean**

**Name of the Project: *Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis***

**Budget Line: PA03159.C3-DR03159.IC**

*Interested Proposers are hereby invited to submit a technical and financial proposal for the aforementioned Consultancy Service Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.*

### 1. REQUIREMENTS

- 1.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference)

### 2. CONTACT DETAILS

- 2.1. During the course of this RfP, from its publication to the award of a contract, you may not contact or discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Procurement Officer email: [procurement.ormacc@iucn.org](mailto:procurement.ormacc@iucn.org)

### 3. PROCUREMENT TIMETABLE

- 3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, that will be informed.

DATE	ACTIVITY
13/04/2022	Publication of the Request for Proposals
29/04/2022	Deadline for submission of questions
10/05/2022	Deadline for submission of proposals to IUCN (“ <b>Submission Deadline</b> ”)
20/05/2022	Clarification and evaluation of proposals
06/06/2022	Planned date for contract award
20/06/2022	Expected contract start date

3.2. Please email the IUCN contact to confirm whether or not you are intending to submit a proposal by the deadline stated below.

**4. COMPLETING AND SUBMITTING A PROPOSAL**

4.1. Your Proposal must consist of the following documents:

**ADMINISTRATIVE REQUIREMENTS**

- a. Copy of identification document or passport (in case of being a foreigner)
- b. Copy of legal invoice for fees collection.
- c. Copy of resume
- d. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- e. Signed Declaration of Undertaking (Annex 3a)
- f. Human Resources Questionnaire filled and signed (Annex 4)

*For Consultancy Companies:*

- a. Copy of Certification of Incorporation
- b. Copy of identification document of the Legal Representative
- c. Copy of legal invoice for fees collection.
- d. Copy of resumes of the Consulting Team
- e. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- f. Signed Declaration of Undertaking signed by the Representative of the Consulting Company or, in the case of a Consortium or group of Consultants, signed by each member indicating that they have read and understood the content of the Declaration (Annex 3b)
- g. Human Resources Questionnaire filled and signed (Annex 4)

**TECHNICAL PROPOSAL:**

- The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).
- Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN’s discretion.
- Where CVs are requested, these must be of the individuals who will actually carry out the work specified. Members of a consulting team will be considered "Key Personnel" and if the contract is awarded, the replacement of any "Key Personnel" will require the prior approval of IUCN
- IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

	<b>Description</b>	<b>Information to provide</b>	<b>Relative weight</b>
1	Methodology	Detailed description of work to be implemented. The procedure of the consultancy. Instruments and parameters to be used and participants to be engaged.	25

2	Schedule of activities	A matrix of activities with scope of work and timelines to achieve the objective of consultancy.	25
3	Experience	Copy of CV and resume	30
4	References	2 references	20
TOTAL			100%

## FINANCIAL PROPOSAL

- a. Signed by the Proposer, indicating the value of professional services (in *USD*) in numbers and letters.
- b. The financial proposal must be a fixed and firm price for the provision of the services stated in the RfP in their entirety. Submitted prices are deemed to include all costs, insurances, taxes, fees, liabilities, obligations and risks for the performance of the Terms of Reference.
- c. The Proposer must: a) duly pay the taxes and/or contributions in the country of execution of the contract; b) have up-to-date medical and life insurance and c) will cover bank fees for transfers.
- d. If local or international travel must be made for the execution of this Contract, the costs will be paid by IUCN through reimbursement and will be governed by the IUCN per diem scale for DSA and Hotel lodging.
- e. Breakdown of rates and prices: For information only, the price needs to be broken down as follows:

	Description	Quantity	Unit Price	Total Price
1				
2				
3				
4				
5				
6				
	TOTAL			

- 4.2. The Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – Proposer name]. The Proposer name is the name of the company/organisation on whose behalf the proposal is being submitted, or the surname of the Proposer in case is bidding as a self-employed consultant. The proposal must be submitted in PDF format. The Proposer may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool (eg. Dropbox, Google Drive, etc)
- 4.3. Additional information not requested by IUCN should not be included in your Proposal and will not be taken into account in the evaluation.
- 4.4. The proposal must remain valid and capable of acceptance by IUCN for a period of 60 calendar days following the submission deadline.
- 4.5. *Withdrawals and Changes*  
Proposers may freely withdraw or change their proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

## 5. EVALUATION OF PROPOSALS

### 5.1. *Completeness*

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

## 5.2. *Technical Evaluation*

### 5.2.1. *Scoring Method*

Proposals will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high. Proposals that receive a score of '0' for any of the criteria will not be considered further.

### 5.2.1. *Minimum Quality Thresholds*

Proposals that receive a score of '0' for any of the criteria will not be considered further.

### 5.2.2. *Technical Score*

The score for each technical evaluation criterion will be multiplied with the respective relative weight and these weighted scores added together to give the proposal's overall technical score.

## 5.3. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price submitted. Financial proposals will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds by the total price of your financial proposal.

## 5.4. *Total Score*

The proposals total score will be calculated as the weighted sum of the technical score and financial score.

The relative weights will be:

<b>Technical:</b>	<b>70%</b>
<b>Financial:</b>	<b>30%</b>

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the Proposer whose proposal achieves the highest total score.

## **6. EXPLANATION OF PROCUREMENT PROCEDURE**

6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.

6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.

6.3. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the Proposer whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

6.4. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 3.1 gives an estimate of when the contract award is expected to be completed, however this date may change depending on how long the evaluation of the proposals takes.

## **7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

7.1. To participate in this procurement, the Proposers are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

- 7.1.1. It is responsibility of each Proposer to ensure the submission of a complete and fully compliant proposal.
- 7.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result will not be considered to proceed further in the procurement process.
- 7.1.3. IUCN will query any obvious clerical errors in a proposal and may, at IUCN's sole discretion, allow a Proposer to correct these, but only if doing so could not be perceived as giving an unfair advantage.
- 7.2. In order to participate in this procurement, the Proposer must meet the following conditions:
- Free of conflicts of interest
  - Registered on the relevant professional or trade register of the country in which is established (or resident, if self-employed)
  - In full compliance with its obligations relating to payment of social security contributions and of all applicable taxes
  - Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
  - Not bankrupt or being wound up
  - Never been guilty of an offence concerning professional conduct
  - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
- 7.3. Each Proposer shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A Proposer who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the Proposer's participation to be disqualified.
- 7.4. By taking part in this procurement, the Proposer accept the conditions set out in this RfP, including the following:
- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
  - Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
  - Any price fixing or collusion with other Proposers in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

## **8. CONFIDENTIALITY AND DATA PROTECTION**

- 8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information a Proposer submits to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate the proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain the proposals in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.
- 8.2. In the Declaration of Undertaking (Attachment 3) the Proposer needs to give IUCN express permission to use the information submitted in this way, including personal data that forms part

of the proposal. Where a Proposer include personal data of employees (e.g. CVs) in the proposal, the Proposer needs to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider the proposal.

## **9. COMPLAINTS PROCEDURE**

If a Proposer has a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact [procurement.ormacc@iucn.org](mailto:procurement.ormacc@iucn.org). Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

## **10. CONTRACT**

The contract will be based on IUCN's template which terms of which are not negotiable.

## **11. ANNEXES**

**Annex 1**      *Specification of Requirements / Terms of Reference*

**Annex 2**      *Letter of Interest*

**Annex 3**      *Declaration of Undertaking (select 2a for companies or 2b for self-employed)*

**Annex 4:**     *Human Resources Questionnaire*

**ATTACHMENT 1  
TERMS OF REFERENCE**

**The Regional Office for Mexico, Central America and the Caribbean of the  
International Union for the Conservation of Nature**

**(IUCN-ORMACC)**

**REQUIRES**

**PROFESSIONAL CONSULTANCY SERVICES  
FOR**

The development of a Knowledge Management Strategy for the project “Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis”

<b>Type of Contract:</b>	Professional Consultancy Services
<b>Period:</b>	6 months
<b>Availability:</b>	Immediate
<b>Person Responsible for Supervision:</b>	Nikkita Browne, Project Coordinator

**1. BACKGROUND AND JUSTIFICATION**

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**About IUCN**

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 18,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people’s well-being.

[www.iucn.org](http://www.iucn.org)  
<https://twitter.com/IUCN/>

## About the Project

The economy in St. Kitts and Nevis (SKN) has undergone a radical transformation during the last sixteen years, which has changed the islands' land-use patterns and pressures on its ecosystems. Sugarcane long dominated the landscape, particularly on the island of St. Kitts, but as a result of unfavourable trading terms, the industry was closed in July 2005. In an effort to diversify the economy, land use zoning has been modified to allow for non-agricultural uses of former sugarcane lands, such as the construction of homes, tourism facilities, schools, commercial & industrial sites, etc. More broadly, SKN has transitioned rapidly towards a more service-oriented economy. This rapid growth comes with sustainable development challenges, as it relates to land use planning and sustainable use of natural resources.

The Global Environment Facility-funded Project, **Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis** aims to support SKN to address the drivers of development which have adverse impacts on land and other natural resources as a result of competing demands and reorient all sectors of the economy towards sustainable resource use policies and practices, which together can provide economic opportunities for the country's population while also sustaining ecosystem services and globally significant biodiversity. The Project Objective is to transform degraded forest landscapes areas into biodiversity and climate-friendly areas of sustainable agricultural/agroforestry production.

To achieve these primary goals, the project has three main Components:

Component 1: Integrated and strengthened environmental planning and management on the islands of SKN to support island sustainability;

Component 2: Mainstreaming Biodiversity (BD) conservation, Sustainable Land Management (SLM) and Climate Change Mitigation (CCM) into key development and resource management sectors; and

Component 3: Increased awareness and understanding of issues related to SLM, BD Conservation, and Climate-Smart Agriculture (CSA).

The Global Environment Facility (GEF) with the approval of the Government of SKN (GOSKN) has selected the United Nations Environment Programme (UNEP) as the Implementing Agency of the project; as well, the GOSKN has selected the **International Union for the Conservation of Nature Regional Office for Mexico, Central America and the Caribbean (IUCN-ORMACC)** as the Executing Agency.

This ToR is issued under Component 3 of the project which seeks to (i) create a SLM, BD, and CC information and Knowledge Management (KM) framework for the dissemination and exchange of SLM, BD, and CC knowledge in St. Kitts & Nevis, (ii) provide support through public education and awareness interventions to communicate the objectives and actions of the project, in order to increase awareness on relevant environmental issues among specific target groups, national and local authorities, and community-based organisations CBOs, and (iii) promote practices for the sustainable use of nature and protection of biodiversity, especially in and around forests, mangroves, reefs, and sea grass beds, and with regard to threatened species of flora and fauna.



## 2. OBJECTIVES OF THE CONSULTANCY

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### 2.1. General:

- Develop a Knowledge Management Strategy for the dissemination and exchange of SLM, BD, and CC knowledge and information in St. Kitts & Nevis among key stakeholders and beneficiaries (direct and indirect).

### 2.2. Specific:

- Conduct a baseline assessment of the existing human and technical capacities, as well as KM potential flagship products in St. Kitts and Nevis, and propose recommendations for the improvement of systems for the positioning and dissemination of project results and lessons learned.
- Develop a Knowledge Management Strategy that:
  - Proposes standardized data collection and reporting formats to be used for all project documents including but not limited to data collection, analysis, systematization purposes, and dissemination.
  - Identifies standardized definitions of common terminologies to be used with respect to SLM, BD, and CC.
  - Identifies and maps information relevant to the project, their sources, users, and uses relevant for KM in topics relevant to the project.
  - Proposes KM guidelines that can be used to train project personnel and relevant stakeholders. The gender and rights-based approach should be taken into consideration.
  - Identifies specific Knowledge Management Tools (data depository, social media platform, and project account, or interactive project website)
  - Proposes a framework for the Systematization of Experiences & Lessons Learned as a result of project interventions according to standardized formats and templates to be developed.
  - Proposes KM activities to complement key areas of the project's public awareness activities and engage stakeholders. The gender and rights-based approach should be taken into consideration.
  - Outlines a framework for the establishment of a National KM Node and KM Partnership Network for SLM, BD, and CC knowledge and information across key institutions in St. Kitts and Nevis.
  - Proposes national and regional institutional partnerships that can be established to promote BD Conservation, SLM, and CCM and CCA and proposes tools such as technical exchange programs, internships, collaborative research agreements, and Memoranda of Understanding

## 3. EXPECTED DELIVERABLES

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No.	Deliverable	Description
1	First report of the Knowledge Management Strategy	The first report of the Knowledge Management Strategy will include: (i) A baseline assessment of the existing human and technical capacities and potential flagship products for KM in St. Kitts and Nevis, with recommendations for effective and sustained dissemination of results and lessons learned.

		<ul style="list-style-type: none"> <li>(ii) Standardized data collection and reporting formats that will be used for all project documents.</li> <li>(iii) Standardized definitions of common terminologies to be used with respect to SLM, BD, and CC.</li> <li>(iv) Mapping of information relevant to the project, inclusive of their sources, users, and uses.</li> </ul>
2	Second report of the Knowledge Management Strategy	<p>The second report of the Knowledge Management Strategy will include:</p> <ul style="list-style-type: none"> <li>(i) KM guidelines</li> <li>(ii) KM activities to complement key areas of the project's public awareness activities and engage stakeholders</li> <li>(iii) A framework for the Systematization of Experiences &amp; Lessons Learned as a result of project interventions according to standardized formats and templates to be developed.</li> <li>(iv) An overview of the Knowledge Management Tools that can be utilized for the project.</li> </ul>
3	Third report of the Knowledge Management Strategy	<p>The third report of the Knowledge Management Strategy will include:</p> <ul style="list-style-type: none"> <li>(i) A proposed framework for the national KN Node and KM Partnership Network. The framework must identify the most appropriate method of engagement, propose the institutional arrangements for the establishment of a national KM node, and identify the relevant institutions that should participate in the national KM Partnership Network.</li> <li>(ii) A proposal for the establishment of national and regional institutional partnerships. This proposal must include opportunities for partnerships with national and regional institutions to promote BD Conservation, SLM, and CC Mitigation and Adaptation using tools including but not limited to technical exchange programs, internships, and collaborative research agreements and Memoranda of Understanding.</li> </ul>
4	Final Knowledge Management Strategy Report.	The Knowledge Management Strategy that takes into account all the comments and feedback provided throughout the drafting of the document.

#### 4. INTELLECTUAL PROPERTY

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All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

## 5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

### 5.1. Activities and programming

Specific objectives	Activities	Months					
		1	2	3	4	5	6
Conduct a baseline assessment of the existing human and technical capacities, as well as KM potential flagship products in St. Kitts and Nevis, and propose recommendations for the improvement of systems for the positioning and dissemination of project results and lessons learned	Consultation with the project team and relevant stakeholders to gather information						
	Review Project document						
	Conduct baseline assessment						
Propose standardized data collection and reporting formats to be used for all project documents including but not limited to data collection, analysis, systematization purposes, and dissemination.  Identify standardized definitions of common terminologies to be used with respect to SLM, BD, and CC.	Consultation with the project team and relevant stakeholders to <ul style="list-style-type: none"> <li>- Determine the requirements for the data collection and reporting format to be developed</li> <li>- Identify standardized definitions of common terminologies to be used with respect to SLM, BD, and CC</li> <li>- Identify and map information relevant to the project</li> </ul>						

Identify and map information relevant to the project	Draft 1 <sup>st</sup> report						
Submit first report to stakeholders for review and feedback							
<p>Propose KM guidelines that can be used to train project personnel and relevant stakeholders.</p> <p>Identify specific Knowledge Management Tools (data depository, social media platform, and project account, or interactive project website)</p> <p>Propose a framework for the Systematization of Experiences &amp; Lessons Learned as a result of project interventions according to standardized formats and templates to be developed.</p>	<ul style="list-style-type: none"> <li>- Development of KM guidelines</li> <li>- Identification of specific Knowledge Management Tools</li> <li>- Development of a framework for the Systematization of Experiences &amp; Lessons Learned as a result of project interventions according to standardized formats and templates to be developed.</li> <li>- Outline KM activities to complement key areas of the project's public awareness activities and engage stakeholders.</li> </ul>						
Propose KM activities to complement key areas of the project's public awareness activities and engage stakeholders.	Training of project team and relevant stakeholders in key government institutions to utilize the KM guidelines						
Submit second report to stakeholders for review and feedback							

Proposes national and regional institutional partnerships that can be established to promote BD Conservation, SLM, and CCM and CCA and proposes tools such as technical exchange programs, internships, collaborative research agreements, and Memoranda of Understanding	Conduct a review of existing national and regional and institutions relevant to the project						
	Engage identified national and regional institutions relevant to the project and explore possible opportunities and tools for partnerships						
Outline a framework for the establishment of a National KM Node and KM Partnership Network for SLM, BD, and CC knowledge and information across key institutions in St. Kitts and Nevis.	Collaborate with relevant project stakeholders to identify the most appropriate method of engagement and define the required institutional arrangements for the establishment of a national KM node						
	Identify the relevant institutions that will participate in the national KM Partnership Network and develop the proposed framework for the national KN Node and KM Partnership Network						
	Facilitate a workshop to present the KN Node and Partnership Network and demonstrate its functionality and usefulness beyond the life of the project						
Submit third report to stakeholders for review and feedback							
Submit final Knowledge Management Strategy Report							

## 5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
<b>First report of the Knowledge Management Strategy</b>	Week 8	20%
<b>Second report of the Knowledge Management Strategy</b>	Week 16	25%
<b>Third report of the Knowledge Management Strategy</b>	Week 20	25%
<b>Final Knowledge Management Strategy Report</b>	Week 24	30%

- All products will be paid once delivered to IUCN's complete satisfaction.
- Disbursements will depend on the availability of funds from the donor.
- The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

## 6. TECHNICAL PROFILE

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For the development of this consultancy, the following profile is required:

- *At least a Bachelor's degree in communication, journalism, marketing, or any other related field.*
- *Proven professional experience in the development and/or implementation of knowledge management strategies, preferably in the areas of conservation, sustainable development, climate change, and environmental or natural resource management.*
- *Knowledge and understanding of issues related to Sustainable Land Management, Biodiversity Conservation, and Climate Change.*
- *Fluency in English with excellent written and oral skills.*

## 7. PERIOD AND COORDINATION

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The period of the consultancy will be 6 months.

**Form of work (with Unit/Project):** in order to achieve the products, specify –when applicable– whether it will be necessary to work/coordinate with teams, participate in work sessions, etc....and specify *who* the team members are and *what* they are involved in.

## ANNEX 2: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date \_\_\_\_\_.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature \_\_\_\_\_

Full name of the proposer or legal representative \_\_\_\_\_

### ATTACHMENT 3a – SELF-EMPLOYED PROPOSER

#### **DECLARATION in relation to RfP <The development of a Knowledge Management Strategy for the project “Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis”>**

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain my Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

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<Date and Signature>



## ATTACHMENT 3b - For Consulting Companies

### **DECLARATION in relation to RfP < The development of a Knowledge Management Strategy for the project “Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis”>**

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the “Organisation”): \_\_\_\_\_

Registered Address (incl. country): \_\_\_\_\_

Year of Registration: \_\_\_\_\_

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

Where the Proposal includes Personal Data as defined by the European Union’s General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation’s staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.

11. The Organisation has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

\_\_\_\_\_  
 <Date and Signature of authorised representative of the Proposer>  
 < Name and position of authorised representative of the Proposer >

**ATTACHMENT 4: HUMAN RESOURCES QUESTIONNAIRE**

**HR Questionnaire for Consultancy Contracts**

**Consultant / Company Name** \_\_\_\_\_

**Country of Residency** \_\_\_\_\_

**Required Checks**

	<b>Yes</b>	<b>No</b>
Are payments linked to deliverables?	<input type="checkbox"/>	<input type="checkbox"/>
Does the consultant have official invoices?	<input type="checkbox"/>	<input type="checkbox"/>

**Required documents**

	<b>Yes</b>	<b>No</b>
Professional insurance/medical insurance policy statement, valid during the project's execution term	<input type="checkbox"/>	<input type="checkbox"/>
Civil responsibility policy: should include at least coverage for physical injuries and/or death of third persons, and coverage for damages to others' property	<input type="checkbox"/>	<input type="checkbox"/>

***The Consultant understands that, in case of answering NO to any of the previous questions, it is his/her responsibility to assume any legal implication or cost that is derived from it to the detriment of IUCN.***

**Other Assignments**

\_\_\_\_\_  
 Name other organizations for which the consultant has previously worked for:

\_\_\_\_\_  
 Previous assignments with the IUCN (please indicate the last three):  
 1. \_\_\_\_\_

- 
- 2.
  - 3.
- 

Are you currently working on a consulting with IUCN? If so, please specify the name of the consultancy, the person responsible for the consultancy and the end date.

***For Self-Employed Consultants:***

**Is the Consultant part of one of IUCN Commissions?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please indicate which of the following Commissions:

- \_\_\_\_\_ World Commission on Protected Areas
- \_\_\_\_\_ International Law Commission
- \_\_\_\_\_ Species Survival Commission
- \_\_\_\_\_ Commission on Ecosystem Management
- \_\_\_\_\_ Commission on Education and Communication
- \_\_\_\_\_ Commission on Environmental, Economic and Social Policy

***For Consultant Companies:***

Is the Company/Organization an IUCN Member?

Yes \_\_\_\_\_ No \_\_\_\_\_

Consultant Signature: \_\_\_\_\_

Date: \_\_\_\_\_