



# Request for Proposals (RfP) GEF full-size project preparation

**IUCN Office for West and Central Africa Program, PACO**

**Issue Date: July 16<sup>th</sup>, 2021**

**Closing Date and Time: new deadline: August 20<sup>th</sup>, 2021**

**IUCN Contact :**

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## **PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS**

### **1.1. 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.

Headquartered in Switzerland, IUCN Secretariat comprises around 950 staff in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 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/>

### **1.2. Summary of the Requirement**

IUCN invites you to submit a Proposal for the preparation of the full sized project and GEF CEO endorsement request for the following project: ***Regional Initiative for Water and Environment in the transboundary basin of the Mono River***. The detailed Terms of Reference can be found in Part 2 of this RfP.

### **1.3. The procurement process**

The following key dates apply to this RfP:

<b>RfP Issue Date</b>	July 16 <sup>th</sup> , 2021
<b>Confirmation of Intention to Bid [delete if not used]</b>	July 30 <sup>th</sup> , 2021
<b>RfP Closing Date and Time</b>	August 13 <sup>th</sup> , 2021 – <u>new deadline August 20<sup>th</sup></u> (1 week extension)
<b>Estimated Contract Award Date</b>	September 13 <sup>th</sup> , 2021

#### **1.4. Conditions**

IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing this RfP. IUCN is under no obligation to accept the lowest priced Proposal or any Proposal. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

Proposers must sign the “Proposer’s Declaration” and include it in their Proposal.

#### **1.5. Queries and questions during the RfP period**

Proposers are to direct any queries and questions regarding the RfP to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP.

Proposers may submit their queries no later than **17<sup>th</sup> August 2021, Midnight CET.**

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

#### **1.6. Amendments to RfP documents**

IUCN may amend the RfP documents by issuing notices to that effect to all Proposers and may extend the RfP closing date and time if deemed appropriate.

#### **1.7. Proposal lodgement methods and requirements**

Proposers must submit their Proposal to IUCN no later than **Midnight CET on August 20<sup>th</sup> 2021** by email to: [iucnbf@iucn.org](mailto:iucnbf@iucn.org); and [iucngef@iucn.org](mailto:iucngef@iucn.org). The subject heading of the email shall be **RfP – GEF 7 Mono River Basin PPG**. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format. Proposers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

**IMPORTANT:** Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and no later than **8 am CET on August 22<sup>nd</sup>, 2021**, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

Proposals must be prepared in English and in the format stated in Part 3 of this RfP.

#### **1.8. Late and Incomplete Proposals**

Any Proposal received by IUCN later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

#### **1.9. Withdrawals and Changes to the Proposal**

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

**1.10.     *Validity of Proposals***

Proposals submitted in response to this RfP are to remain valid for a period of 90 calendar days from the RfP closing date.

**1.11.     *Evaluation of Proposals***

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.

## **PART 2 – THE REQUIREMENT**

### Background on the project

Following approval by the 60<sup>th</sup> Council of the Global Environment Facility (GEF) and the Governments of Benin and Togo, IUCN will implement the following full-sized project: ***Regional Initiative for Water and Environment in the transboundary basin of the Mono River.***

The overall objective of the project is the development of good practices related to water, ecosystems and adaptation to climate change for sustainable services to people and nature in the transboundary basin of the Mono River. The project will improve the capacity and coordination at transboundary level for the sustainability of future developments in the basin and for the shared benefits of these developments by both Togo and Benin. With basin challenges including flooding, pollution and degradation of ecosystem services, it is critical that future national level developments are aligned and planned in a collaborative manner at the transboundary level. This project will bring together the main actors and partners (donors, private sector, technical and financial partners and civil society organizations etc) to provide the Mono Basin Authority with the capacity to drive the management of shared resources at the appropriate scale. To account for the institutional challenges in terms of disparities in political, legal and legislative frameworks, as well as the degradation of the environmental resources of the basin, the project will be based on three (3) main pillars:

- A cross-border diagnosis for the establishment of technical, legal and institutional management tools;
- Improving the condition of water resources and ecosystems in the Mono basin through the protection and restoration of basin ecosystems with the aim of improving sustainable livelihoods for local populations;
- Strengthening the technical and institutional capacities of the Mono Basin Authority.

This project will be funded through the International Waters focal area of the GEF, up to USD 5,000,000 and is expected to mobilize USD 39,350,000 in co-financing. The project preparation grant (PPG) available for this project is up to USD 128,000.

The approved project is presently in the form of concept (Project Information Form - PIF) and can be shared upon request. Following the project approval cycle of the GEF, this PIF must now be fully developed into the following required documents:

- IUCN-GEF Project Document (ProDoc) including all annexes (budget, work plan, M&E plan, procurement plan, co-financing letters, Environment and Social Screening report, Environment and Social Impact assessment report and Environmental and Social Management Plan or other safeguard plans or tools as identified by the Screening)
- GEF CEO Endorsement Request (CEO-Doc).

### **The project concept can be requested on demand to the IUCN contact.**

#### Terms of References

##### **1) Scoping and consultation**

The Consultants who will be awarded this contract will be responsible for preparing the GEF CEO Endorsement request and the Project Document including all annexes for the above-mentioned project. This will consist of the following:

- Baseline scenario analysis (including analysis of infrastructure development and development potential of agriculture and energy sectors), including socio-economic and socio-political analysis, shared water resources governance, local governance of natural resources, national resources policies, regional policies of natural shared resources governance, biodiversity and ecosystem analysis of the Mono River Basin
- Gap analysis in transboundary basin governance and proposition of alternative solutions
- Analysis of National and transnational water resources management framework (legal, regulatory, institutional, participation and human resources aspects, economic policies of the water sector,

sectoral development policies and strategies, strategic development framework, cross-border cooperation on shared water resources)

- Clear analysis of adaptation to climate change requirements during project implementation
- Detailed analysis of key relevant stakeholders (including at project site level –River basin) and their roles in problems and barriers resolutions, including analysing what are interests of these stakeholders related to the project, how will stakeholders' interests be affected (positively/negatively) by the project, which stakeholders are the most vulnerable and subject to potential adverse impacts; plan stakeholder involvement for designing the project (see IUCN Guidance Note Stakeholder Engagement)
- Analysis of gender situation and issues related to water management, opportunities, risks, participatory processes and barriers in the Mono basin
- Analysis of transversal aspects of water management (uses and associated ecosystems), and research and development (Health and water-related diseases, environment, climate change, research and development) and women access to water resources and wetlands for economic activities
- Analysis of the economic and financial aspects of water resources (Economic and financial instruments of water management, Investments in the water sector and water's contribution to economic development, Financing transnational water resources management)
- Identification of potential project partners, including the executing agency, existing projects on the ground and to come, and synergies
- Confirmation of co-financing opportunities
- Mapping of Mono basin areas, identification of critical areas and target communities
- Draft logical framework with disaggregated gender indicators, the theory of change and the baseline for the GEF Core indicators of the project (ref. [IUCN Gender equality and women's empowerment policy](#))
- Inception workshop for the project preparation phase and other relevant consultations workshops (validation)

## 2) Project design

- Deep analysis of capacities constraints and proposition of alternatives plans and solutions
- Detailed analysis of climate, social and environmental risks in the basin
- Detailed evaluation of the baseline scenario, related activities and projects, including co-financing
- Detailed gap analysis to justify the GEF incremental cost reasoning
- Refinement of the theory of change and logical framework based on the above
- Design of project components
- Development of project budget
- Design the workable institutional arrangements and coordination mechanisms among participating governmental, non-governmental and private organisations at national, regional (transnational) and River basin levels
- Design of the overall project budget and work plan, including a procurement plan
- Detailed risk analysis and mitigation measures
- Develop Gender Action Plan and ensure that the project responds to gender equality objectives
- Prepare a monitoring and evaluation plan, including the establishment of the baseline for the GEF core indicators of the project taking into account the gender responsiveness, international water management
- Carry out stakeholder consultations to ensure appropriate involvement of relevant stakeholder in project design giving due attention to local level stakeholders, in particular women stakeholder, indigenous people and vulnerable groups; document the consultations in an appropriate format
- Hold a technical validation workshop
- Prepare a stakeholder engagement plan for planning the continuation of stakeholder involvement during the project (see respective [Guidance Note](#) for details). This engagement plans should be linked to the coordination mechanisms among participating governmental, non-governmental and private organisations at national, regional (transnational) and River basin levels).

## 3) Environment and Social Management System ([ESMS](#))

- Provide relevant information for the ESMS screening of the project in respect to the IUCN Environment and Social Management System (ESMS) (as documented in the ESMS Manual, Standards, Guidance Notes and Screening Questionnaire, available on the [ESMS site](#))
- Identify any Environment and Social risks and develop adequate measure for avoiding or mitigating risks, in consultation with relevant stakeholders and in particular with project affected groups

- As instructed by the ESMS screening, carry out a full Environmental and Social Impact Assessment (ESIA), a partial ESIA or a targeted assessment of environmental and/or social risks
- Prepare an Environment and Social Management Framework (ESMF) or Environment and Social Management Plan (ESMP) as well as any other safeguard tool (e.g. Indigenous Peoples Plan, Access Restriction Mitigation Process Framework etc) depending on the ESMS screening decision
- Coordinate with IUCN ESMS team as appropriate

### Project team and qualifications

The following expertise is expected to be available between the experts who will compose the team:

- Expertise in Hydrology / Hydro geology or eco-hydrology, international experiences in the development of IWRM plans, governance and institutional development of water implementation plan, planning and use of water and monitoring and evaluation aspects of water resources
- Expertise in Political/Economic Sciences, with experience in the analysis of the policy and socio-economic context of the shared water resources
- Expertise in legal and regulatory aspects of the shared water resources
- Expertise in governance/institutional development, in charge of institutional aspects, stakeholder participation
- Expertise in climate change and variability impacts to water resources
- Expertise in environmental, with experience on Transboundary water resources ecosystems and biodiversity (wetlands ecosystems) management and livelihood systems
- Knowledge of socio-economic context and development sector of Togo and Benin or of west Africa
- Experience in approaches of inclusive governance and of sustainable financing of shared water resources
- Project design and implementation, including monitoring and evaluation
- Experience in designing gender-response in shared water resources context
- Proven experience in inclusive stakeholder consultation,
- Expertise in assessing environmental and social impacts and development of safeguard tools in the context of water resources management and conservation projects
- Fluency in English and French is essential.

The team members will have to demonstrate a track record of designing successfully international water resources management projects in the region for at least over the past 5 years, including working with donors such the GEF, GCF, the World Bank and other relevant UN agencies. Working with other regional organisms of river basin management is a plus. The team will be constituted in a way to easily fulfil the tasks in a context of travel restriction (in particular COVID-19 related constraints); in this regard, a team put together with international and national experts is highly recommended. Both IUCN and the GEF uphold gender responsive and sensitive approaches which should be reflected not only in project design but also in the teams themselves designing the projects. Therefore, accordingly, the proposed project team should demonstrate gender balance and equal representation of both men and women.

### Deliverables

- Baseline study
- GEF CEO endorsement request as per [GEF template](#)
- IUCN project document including all annexes as per IUCN template (upon request)
  - i. Project Detailed Budget
  - ii. M&E plan
  - iii. Work plan
  - iv. Procurement plan
  - v. ESMS Screening Questionnaire as input to IUCN's ESMS Screening Report
  - vi. Environment and Social Impact Assessment (if required by ESMS Screening)
  - vii. Environment and Social Management Framework or Plan or other safeguard tools as required by ESMS Screening
  - viii. GEF Core Indicators templates
  - ix. Preliminary Mono river basin Areas Maps
  - x. Signed co-financing letters
  - xi. GEF Operational Focal Point Endorsement Letter
  - xii. List of stakeholders consulted during the PPG

xiii. List of participants to the validation workshop

**The deliverables will have to be the result of extensive stakeholder consultations, which will have to be detailed in the consultants' methodology and work plan. This will include inception workshop, extensive stakeholder consultations on sites, and validation workshop(s), to be defined in the consultants' methodology and work plan.**

Period of consultancy

Deliverables	Timeline
Draft of logical framework and the theory of change and revised detailed work plan	20 October 2021
Inception workshop, including first stakeholders consultation and project site visits	30 October 2021
Draft proposal available for consultation by IUCN regional and global programmes involved	30 December 2021
Second stakeholders consultation workshops and site visits (validation of technical proposals and ESMS work)	20 February 2022
Revised proposal available to Government and IUCN for Proposal Review Meeting	30 February 2022
Validation workshop in the country	28 March 2022
IUCN response to GEF Secretariat review and technical clearance (with support from consultants)	April – May 2022

Schedule of Payments

The detail of the financial proposal is to be submitted in the tables in Section 4. The required details include the daily or weekly rate of each member of the project team, the estimate of the number of days/weeks of input required the unit costs of flights and estimate of the number of flights, and an estimate of the number of days of in country with unit daily subsistence costs.

The total fee estimate will then be used as the basis for the schedule of payments, with expenses recoverable at cost with proof of purchase (bills) and usage (tickets) up to the estimated amounts as a maximum.

The following schedule of payments relates to the total fee estimate only:

Contract signature	20%
Approval by IUCN of baseline studies, draft logical framework and theory of change	20%
Approval by IUCN of draft proposal (incl. annexes) and CEO endorsement after internal consultation	20%
Approval by IUCN of full project documentation before submission to GEF	20%
Completion of GEF and IUCN Validation and submittal to CEO	20%

The budget requested for the preparation of the project will have to be aligned with the PPG funds available (see project background in part 2 above)

Travel

The contract will require the consultant team to travel to the region as agreed with IUCN. Cost of travel will be provided in the bid and will have to comply with the IUCN policy on travel.

### **PART 3 – THE EVALUATION MODEL**

The selection criteria will consist of a technical and financial component. A weighting will be provided to each component as follows: Technical Weighting Factor 70%, Financial Weighting Factor 30%, with the total score a combination of these two percentages.

The technical component involves an evaluation of the following eight criteria based upon the information provided in the submitted proposal documentation:

Project Methodology and Work Plan	15%
Experience with GEF or other related donor	15%
Experience in water resources management, hydrology, transboundary water resources governance, wetlands ecosystem management and climate change	20%
Experience in stakeholder consultation, gender-responsive and participatory project design	10%
Experience with Environmental and Social Impact Assessments and Safeguard tools	10%
Experience in designing gender-responsive conservation projects	10%
Fluency in English and French and knowledge of local language	10%
Familiarity with Togo and Benin	10%
Total	100%

Only proposals which achieve a total score (Technical Score) of more than or equal to a value of 70% will be considered for financial evaluation. Proposals scoring less than 70% will be discarded from the tender evaluation process.

Technical proposals scoring greater than or equal to a value of 70% will be normalised by dividing their percentage by the maximum proposal technical percentage, and converting this value into a percentage to give the Normalised Technical Score

The financial evaluation will be based upon the full professional fee value submitted in the proposal combined with the estimate of total expenses (travel & subsistence *et al.*) as defined by the bidder in their proposal. Each proposal price will then be normalised by dividing the smallest bid price value by this proposal's price, and this value turned into a percentage (Financial Score). Proposals that exceed the available budget will be disqualified.

The Normalised Technical Score will be multiplied by the Technical Weighting Factor, the Financial Score multiplied by the Financial Weighting Factor and the two weighted scores added together to provide a Final Weighted Score for each bid achieving a Technical Score >70%.

IUCN will then award the contract to the bidder achieving the highest Final Weighted Score, as long as all other bid criteria, as laid out in this documentation, have also been met and adhered to.



## **PART 4 – INFORMATION TO BE PROVIDED BY PROPOSERS**

By participating in this RfP, Proposers are indicating their acceptance to be bound by the conditions set out in this RfP.

This Part details all the information Proposers are required to provide to IUCN. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

**Each of the following must be submitted as a separate document, and will be evaluated separately.**

### **4.1. Declaration**

Please read and sign the Declaration from this [link](#) and include this in your proposal.

### **4.2. Technical information/Service Proposal**

Bidders are required to submit the following details in their technical proposal:

- a) Project Methodology – describing in adequate detail how the Consultant intends to undertake the project delivery, justifying the approach described (maximum of 4 pages);
- b) Project Team – identifying Team Leader and supporting experts;
- c) CVs of all project Team Members (maximum 2 pages per CV);
- d) Activity Work Plan – using weekly/monthly intervals for the activities and tasks identified in the Project Methodology;
- e) Staffing Work Schedule – identifying days/weeks of input of staff identified in the Project Team, for the activities identified in the Activity Work Plan in the weeks/months they are estimated to occur;
- f) Evidence of similar projects undertaken within the last 5 years – where this experience is provided by sub-consultants this needs to be clearly identified as such;
- g) References –contact details of 3 No. referees familiar with the bidder’s experience relevant to the PPG

### **4.3. Pricing information**

This clause sets out the information necessary for Proposers to furnish rates and prices as consideration for delivering the Requirement under any resultant Contract.

#### **Prices include all costs**

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

#### **Applicable Goods and Services Taxes**

Proposal rates and prices shall be exclusive of Value Added Tax.

#### **Currency of proposed rates and prices**

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in USD.

#### **Rates and Prices**

Staff Input Budget

<b>Expert Description</b>	<b>Day/Week Rate</b>	<b>Total Days/Weeks Input</b>	<b>Sub-Total Fee</b>
Team Leader			
Expert 1			
Expert 2			

<b>TOTAL</b>		n/a	
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Expenses Budget

<b>Expense Description</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Sub-Total</b>
International travel 1			
International travel 2			
Domestic travel 1			
Domestic travel 2			
Daily Subsistence			
Other 1			
Other 2			
Other 3			
<b>TOTAL</b>		n/a	

Please note IUCN will meet all costs of workshop venue hire, local stipends for delegates, catering et al.

**4.4. Non-price commercial information**

Bidders are required to provide the following:

- Certificate of registration of company
- Evidence of taxation system the company is governed under
- Where sub-consultants are to be used, clearly identify the individuals involved by providing Letters of Intent or Association signed by both parties; and
- Evidence of sub-consultants being covered by the lead company professional insurances
- A copy of last year's audited financial statements or equivalent

## **PART 5 – PROPOSED CONTRACT**

Draft template can be shared upon request to interested bidders who will confirm their interest in submitting a bid.

## **PART 6 – DEFINITIONS**

For the purposes of this Request for Proposal (RfP) the following definitions apply:

Contract	Means any contract or other legal commitment that results from this Request for Proposals.
Contractor	Means the entity that forms a Contract with IUCN for provision of the Requirement.
Instructions	Means the instructions and conditions set out in Part 1 of this Request for Proposals.
IUCN	Means IUCN, International Union for Conservation of Nature and Natural Resources.
IUCN Contact	Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.
Proposal	Means a written offer submitted in response to this Request for Proposals.
Proposer	Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.
Requirement	Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.
RfP	Request for Proposals