



Terms of Reference (ToR)

Consultancy Service - – Training and support to facilitate a Community of Practices for knowledge exchange

IUCN Centre for Mediterranean Cooperation

Issue Date: 20 January 2023

Closing Date and Time: 3 February 2023 17.00 (CET time).

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.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of 1,400 Member organisations and some 15,000 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
<https://twitter.com/IUCN/>

1.2. Summary of the Requirement

IUCN invites you to submit a Proposal for Consultancy Services to train the members of the BeMed initiative to become facilitators of a Community of Practices for knowledge exchange. The detailed Terms of Reference can be found in Part 2 of these TORs.

1.3. The procurement process

The following key dates apply to these ToRs:

| | |
|--------------------------------------|------------------------------------|
| ToRs Issue Date | 20 January 2023 |
| ToRs Closing Date and Time | 3 February 2023, 17.00 (CET time) |
| Estimated Contract Award Date | 10 February 2023 |

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 these ToRs. 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 these ToRs, Proposers accept the conditions set out in these ToRs.

IUCN requires Proposers to refrain from corrupt and fraudulent/prohibited practices in participating in this procurement. To this end, Proposers must sign the "[Proposer's Declaration](#)" and include it in their Proposal.

Proposers shall permit IUCN to inspect all accounts, records and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by IUCN.

1.5. Queries and questions during the ToRs period

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

Proposers may submit their queries no later than 1st February 2023, 17.00 (CET time).

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 ToRs documents

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

1.7. Proposal lodgement methods and requirements

Proposers must submit their Proposal to IUCN no later than **3 February 2023, 17.00 (CET time) by email to mercedes.munoz@iucn.org**. The subject heading of the email shall be [ToRs – [Consultancy – Training on CoP facilitation] - [Proposer Name]]. Electronic copies are to be submitted in PDF 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.

Proposals must be prepared in English and in the format stated in Part 3 of these ToRs.

1.8. Late and Incomplete Proposals

Any Proposal received by IUCN later than the stipulated ToRs 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 ToRs closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the ToRs closing date and time.

1.10. Validity of Proposals

Proposals submitted in response to these ToRs are to remain valid for a period of 90 calendar days from the ToRs 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 these ToRs.

PART 2 – TERMS OF REFERENCE

2.1. Background

Funded by the Prince Albert II of Monaco Foundation, the PlastiMed BeMed project has made significant contributions to improve the [knowledge on the circulation of plastics in the Mediterranean](#). The Monaco Ocean Week 2022 saw the first steps for developing a **Community of Practices (CoP)**, which seeks to strengthen knowledge exchange between the different partners that build the network of the [BeMed association](#).

In 2023, the **PlastiMed BeMed** Capitalization phase aims to train the members of the BeMed initiative to become CoP facilitators, so the exchange of practices can be upscaled across the Mediterranean region, as well as to maintain the community active.

2.2. Scope of the Consultancy

The aim of this consultancy is to support the development and growth of the Community of Practice by:

- delivering a training workshop for the members of the BeMed initiative to become CoP facilitators (end of February/beginning of March 2023, preferably online, hybrid also possible)
- providing training on how to sustain and dynamise the community of practices
- following up and monitoring the learning process in the months afterwards, especially to solve queries

2.3. Methodology

The consultant will propose and discuss with IUCN-Med a specific methodology for the development of each phase of the work, based on the key deliverables presented below and overall goal of the consultancy.

The work should include consultations with IUCN-Med staff and, if needed and agreed by IUCN-Med, with external stakeholders.

2.4. Key Deliverables and Payment

- Preliminary assessment of available knowledge and needs identified
- Training programme for CoP facilitation, which should cover:
 - Knowledge mapping and gap identification
 - Strategy for problem-solving and knowledge sharing
 - Tools to strengthen involvement and participation
- Summary of outputs from training sessions with the BeMed initiative members

All final decisions concerning the successful delivery and quality of deliverables will be made by IUCN Centre for Mediterranean Cooperation (IUCN-Med). The consultant shall schedule time in the workplan for reviewing drafts and implementing feedback based on discussions with IUCN-Med.

The maximum budget available for this consultancy is €7,500 (VAT and all taxes incl. *)

* VAT and other taxes are included in the above mentioned amount. IUCN is not acting as a business or professional nature entity for VAT purposes and therefore the consultant should charge in its invoices the VAT or analogous tax accordingly. In case that the consultant is exempt of VAT or equivalent tax in its jurisdiction, it should include a note in the invoice document informing of this issue and mentioning the law that applies

2.5. Supervision and Collaboration

The consultant will work under the supervision of the Programme Manager at IUCN Centre for Mediterranean Cooperation (IUCN-Med). IUCN Med will have the final decision concerning successful delivery and quality of all deliverables. The outline of all deliverables should be agreed with IUCN-Med team ahead of the work. Consultants should build time for discussion before starting each deliverable and for review and sign-off feedback of the different deliverables.

IUCN-Med will provide contact or access to relevant contacts to carry out the assignment.

2.6. Timeline

A time span of approximately 6 months should be considered for this consultancy starting in February 2023 and ending in July 2023. Here follows the list of the deliverables and tentative deadlines:

| Del. Nr. | Deliverable | Indicative Deadlines |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1 | Preliminary assessment of available knowledge and needs identified | 15 days after signature |
| 2 | Training programme for CoP facilitation, which should cover: - Knowledge mapping and gap identification - Strategy for problem-solving and knowledge sharing - Tools to strengthen involvement and participation | 15 days after signature |
| 3 | Summary of outputs from training sessions with the BeMed initiative members | End of May 2023 |

2.7. Profile of the consultants

The consultant or group of consultants are expected to:

- have previous experience in training Communities of Practice, ideally in an international context
- have completed training courses in facilitation
- be fluent in English or French

Desirable:

- Experience working in nature conservation:

Consultants are expected to work closely with the IUCN-Med, and be flexible to adapt to changes.

PART 3 – THE EVALUATION MODEL

Proposals will be able to demonstrate specific experience and expertise in ALL topics targeted by the Terms of Reference. The evaluation will be based on the following criteria (in brackets the weight of each component):

| Section 1 – Declaration (<i>Section 4.1 in these ToRs</i>) | | Weight |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------|
| Q.1 | The proponent submitted a signed version of the declaration in due time and conditions | y/n |
| Section 2 - Technical requirements (<i>Section 4.2 in these ToRs</i>) | | |
| Q.2.1 | Expertise and Experience of the candidates in CoP facilitation - <i>based on the CVs, examples of work and technical proposal</i> | 50% |
| Q.2.2 | Completion of a specific training or course on CoP facilitation | 25% |
| Q.2.3 | Experience in nature conservation | 15% |
| Section 3 - Financial requirements (<i>Section 4.3 in these ToRs</i>) | | |
| Q.3.1 | Financial Offer - <i>based on the Financial Proposal</i> | 10% |

For the technical evaluation, the following scoring system will be used:

- 5 as “Excellent” / “More than fully compliant/innovative”
- 4 as “Good” / “Fully compliant”
- 3 as “Satisfactory” / “Compliant”
- 2 as “Acceptable” / “Almost compliant”
- 1 as “Unsatisfactory” / “Poorly compliant”
- 0 as “Major concerns” / “Non-compliant”

For the financial evaluation, the scoring will be calculated using the following formula:

- $S_n = S_{max} \times (\text{Lowest offer} / \text{Offer to assess})$,
- Where S_n means the score to be calculated for a specific offer; S_{max} means the maximum score (5 in this case)

Where the scoring method indicates “y/n”, this means that a “yes” answer is required in each case for the Response to be considered further.

PART 4 – INFORMATION TO BE PROVIDED BY PROPOSERS

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

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](#) and include this in your proposal.

4.2. Professional CV and Technical Proposal

Applicants are required to submit a copy of their CV outlining the relevant experience, as well as a brief proposal of the technical and methodological approach (short, 4-5 pages max. plus annexes.)

4.3. Financial Proposal

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 inclusive of Value Added Tax.

Currency of proposed rates and prices

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

Rates and Prices

Proposers are required to submit a fixed and firm price for the total of the services.