



# Terms of Reference (ToR)

## Consultancy Service - – Development of a video animation to envision a plastic-free future

**IUCN Centre for Mediterranean Cooperation**

**Issue Date: 2 February 2023**

**Closing Date and Time: 5 February 2023 17.00 ( CET time).**

**IUCN Contact :**

Santiago Suárez  
Communications & Digital Media  
IUCN Centre for Mediterranean Cooperation  
Tel: +34 952 02 84 30  
Fax. +34 952 02 81 45  
[santiago.suarez@iucn.org](mailto:santiago.suarez@iucn.org)

## **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](http://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:

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| <b>ToRs Issue Date</b>               | 2 January 2023                    |
| <b>ToRs Closing Date and Time</b>    | 5 February 2023, 17.00 (CET time) |
| <b>Estimated Contract Award Date</b> | 7 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.

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 **5<sup>th</sup> February 2023, 17.00 (CET time) by email to [santiago.suarez@iucn.org](mailto:santiago.suarez@iucn.org)** Electronic copies are to be submitted in PDF format.

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**

The PlastiMed BeMed project has made significant contributions to improve the [knowledge on the circulation of plastics in the Mediterranean](#). During the closing event in March 2023, IUCN-Med wants to present a video animation to illustrate some of the main project achievements while providing an inspiring vision of a plastic-free world.

### **2.2. Scope of the Consultancy**

The aim of this consultancy is to design a video animation of maximum 3 minutes following a script provided by the team of IUCN-Med.

### **2.3. Methodology**

After receiving the script, the consultant must prepare a storyboard, which will have to be revised and approved by IUCN-Med before starting the execution phase.

### **2.4. Key Deliverables and Payment**

- The only deliverable will be a video animation of maximum 3 minutes.

*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 abovementioned 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 Communications specialist 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**

The final video must be delivered before 27 February 2023.

## **2.7. Profile of the consultants**

The consultant or group of consultants are expected to prove extensive previous experience in the development of video animations.

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

## **PART 3 – 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.**

### **3.1. Declaration**

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

### **3.2. 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.)

### **3.2 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.