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

IUCN Asia Regional Office and Oceania, Bangkok

RfP Reference: IUCN-2023-05-P04564-1

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

The award of the contract to the successful bidder is subject to the approval of the project by the 64th GEF Council Meeting which will be held on 26-30 June 2023.

1. REQUIREMENTS

1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

2.1. During the course of this procurement, i.e., from the publication of this RfP to the award of a contract, you may not 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: Pratheep Mekatitam, Protected and Conserved Area Programme Officer, IUCN Thailand Programme

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, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
16 May 2023	Publication of the Request for Proposals
29 May 2023	Deadline for expressions of interest
2 June 2023	Deadline for submission of questions
12 June 2023	Planned publication of responses to questions
16 June 2023	Deadline for submission of proposals to IUCN ("**Submission Deadline**")
26 June 2023	Clarification of proposals
3 July 2023	Planned date for contract award
10 July 2023	Expected contract start date

3.2. Please email the IUCN contact to express your interest in submitting a proposal by the deadline stated above. This will help IUCN to keep you updated regarding the procurement.

4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder's name is the name of the company/organisation on whose behalf you are submitting the proposal, or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You 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.

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 within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

	Pre-Qualification Criteria
1	3 relevant references of clients similar to IUCN / similar work
2	Confirm that you have all the necessary legal registrations to perform the work
3	State your annual turnover for each of the past 3 years
4	How many employees does your organisation have who are qualified for this work?
5	Confirm that your organisation has formal policies and/or procedures for the following: - Procurement, - Code of conduct, - Accounting report

4.4. *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. The individuals you put forward may only be substituted with IUCN's approval.

IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

	Description	Information to provide	Relative weight
1	Project Team Composition	CVs	5%
2	Methodology and Workplan	Detailing of methodology and workplan in the proposal submitted	40%
3	Experience with wildlife management including wildlife conservation for development issues	CVs and write-up in the proposal related to experience	10%
4	Experience with GEF	CVs and write-up in the proposal	10%
5	Experience in Environmental and Social safeguards	CVs and write-up in the proposal	10%
6	Fluency in English and fluency of at least 2-3 team members in Thai	CVs and write-up in the proposal	10%
7	Experience of working with DNP, the Executing Agency	CVs and write-up in the proposal	10%
8	Familiarity with project areas	Write-up in the proposal	5%
TOTAL			100%

4.5. *Financial Proposal*

4.5.1. The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your financial offer.

4.5.3. *Applicable Goods and Services Taxes*

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

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in USD.

4.5.5. *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			

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be taken into account in the evaluation.

4.7. Your proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

You may freely withdraw or change your 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. *Pre-Qualification Criteria*

Only proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

Your proposal 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.

5.3.2. *Minimum Quality Thresholds*

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

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your proposal's overall technical score.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your financial proposal will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your financial proposal.

Thus, for example, if your financial proposal is for a total of CHF 100 and the lowest financial proposal is CHF 80, you will receive a financial score of 80/100 = 80%

5.5. *Total Score*

Your proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical: 70%
Financial: 30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of 83 * 70% + 77 * 30% = 58.1% + 23.1% = 81.2%.

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder 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. All proposals must be received by the submission deadline in Section 3.2 above. 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 this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder 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 the bidder with the highest-scoring proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

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

7.1.1. It is your responsibility to ensure that you have submitted 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 you may be unable to proceed further in the procurement process.

7.1.3. IUCN will query any obvious clerical errors in your proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.

7.2. In order to participate in this procurement, you must meet the following conditions:

- Free of conflicts of interest
- Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
- In full compliance with your 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 your professional conduct
- Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).

7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.

7.5. Each bidder 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 bidder 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 bidder's participation to be disqualified.

7.6. By taking part in this procurement, you 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 bidders 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 you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your 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 your 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.

8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need 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 your proposal.

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@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 in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. 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 1,000 staff with offices 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
https://twitter.com/IUCN/

12. ATTACHMENTS

Attachment 1 *Terms of Reference*

Attachment 2 *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*

Attachment 3 *Contract Template*

ATTACHMENT 1

Background of the project:

The GEF funded Wildlife Conservation of Development Integrated Program is one of 11 integrated programs formulated under the GEF 8 programmatic directions. The development of the program is being led by the World Bank.

The Thailand project, “Tiger recovery in Thailand through prey recovery, forest restoration and community participation” child project EOI with IUCN as the GEF Agency was selected by GEF Secretariat to be funded under the GEF 8 Wildlife Conservation for Development (WCD) integrated program.

The project seeks to strengthen management effectiveness in all 18 protected areas in WEFCOM and DP-KY, which together cover over 1,500,000 hectares and are home to >90% of Thailand’s wild tigers. This will involve expanding tiger landscapes and ecological connectivity, SMART patrols and data-driven patrol planning, tiger and prey monitoring using standard protocols, and extensive community engagement to manage domestic cattle and diversify livelihoods in ways that minimize the risk of human-wildlife conflict.

The project will improve protected area governance in line with the revised National Parks and Wildlife Preservation and Protection Acts. Specifically, it will build the capacity of CBOs to negotiate rights and responsibilities with DNP and to participate in multi-stakeholder Protected Area Committees (PACs), which give local people a legal voice in land use planning and protected area management.

The GEF resources allocated to the project amount to US$ 4.9 million (including Project, PPG and Implementing Agency Fee) and is expected to mobilize US$ 2.3 million in co-financing. This project will be funded through the Biodiversity focal area of the GEF. The project preparation grant (PPG) available for this project is US$ 150,000.

Following the project approval cycle of the GEF, this draft concept note 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, Environment and Social Impact assessment and Environmental and Social Management Plan if relevant)
- GEF CEO Endorsement Request (CEO-Endorsement Document)

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

The ProDoc shall clearly identify the approach and content of the “Tiger recovery in Thailand through prey recovery, forest restoration and community participation” project, and to ensure that the project’s incremental reasoning, cost-effectiveness, risk and mitigation issues are addressed through a widespread and thorough consultation process with

stakeholders and project partners. As a condition for achieving CEO Endorsement, the ProDoc need to be clearly aligned with the Wildlife Conservation for Development Integrated Program and identify clear strategies and operational processes that will contribute to the global impact that the WCD IP aims to achieve.

OBJECTIVE(S)

The Consultant will support IUCN, its partners especially DNP to undertake and lead the development of the project design and the full Project Document of the "Tiger recovery in Thailand through prey recovery, forest restoration and community participation" project.

TASKS

The Consultants/Firm 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:

1) **Scoping and consultations**

- Document review: Read in detail the approved WCD IP PFD and the specific Thailand child project concept note, associated documents, e.g., STAP and GEF Secretariat and GEF Council review comments, IUCN GEF Policy and guidance documents, GEF-8 Programming Directions, etc.
- Conduct baseline scenario analysis, including ecological, and socio-economic studies to determine drivers of tiger population recovery, tiger habitat restoration, poaching and IWT and socio-political analysis, governance and law-enforcement mechanisms of natural resources and associated rights;
- Review challenges and lessons learnt related to tiger population recovery and habitat restoration in Thailand and other countries in the region and beyond that can be applied to Thailand to strengthen the local, provincial, territorial and national system for recovering tiger population in Thailand, identifying hotspots of threats and other socioeconomic activities in the country focusing that might undermine the integrity of tiger habitats on the high priority sites. Scale of threats to tiger and prey species, local community's livelihood activities relying on tiger's habitats, including poaching of species, identifying critical information gaps and drivers and conditioning factors of tiger and prey's restoration. This should also be including opportunities for trans-boundary collaborations with relevant authorities and experts. Taking especially into consideration experiences and approaches of the ongoing GEF funded umbrella programs/projects on tiger and prey recovery and related issues and seeking commonalities, knowledge and experience exchange, building partnerships with these programs/projects.
- Review the Thai legal frameworks and policies, experiences at the local, national, regional and international level, where communities are engaged in wildlife conservation and combating poaching and illegal wildlife trade using different approaches such as community-based natural resource management, and community based wildlife tourism, research studies undertaken to determine and assess dependence of communities on forest products and wildlife trade for subsistence as the key drivers of poaching dependent on wildlife poaching and

illegal trade around biodiversity rich areas, etc. and evaluate the opportunities for implementing such approaches in Thailand;

- Based on review, a propose list of priority sites existing and protected areas and exit points where the project should focus its tiger and prey recovery, community engagement in wildlife conservation, and combating IWT field components and Mapping of target areas, identification of sites and target communities;
- Review available information of tiger and prey conservation approaches implementing in neighbouring countries, potential threats emerging via transboundary activities of wildlife poaching, and identify weaknesses in the existing laws and law enforcement system of Thailand dealing with wildlife conservation, community engagement in wildlife conservation and illegal wildlife trade that would need to be addressed to reduce potential threats to tigers and prey populations;
- Review the current system for training/capacity building of framework adopted by Department of National Parks, Wildlife and Plat Conservation (DNP) and other law enforcement agencies to deal with tiger and prey protection, and transnational organised crimes including IWT. This will include but not limited to the review of capacity building framework training curriculum related to enforcement of tiger and prey conservation where available elsewhere in the world and identify opportunities for strengthening existing programs and opportunities for collaboration with other centres.
- Identify potential project partners, including the executing agency, existing projects on the ground and to come, and synergies.
- Conduct stakeholder mapping analysis at national, provincial, territorial and site level, with involvement of relevant government agencies including provincial wildlife departments, government local communities, CSOs, private sector etc.
- Prepare stakeholder analysis (including at project site level) and plan stakeholder engagement plan for designing the project;
- Prepare preliminary risk analysis identification based of field studies, stakeholders' analysis, etc.
- Prepare gender analysis and gender action plan;
- Draft logical framework with expected 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); and
- Conduct inception workshop for the project preparation phase.

2) **Project design**

- Stakeholder analysis at national, provincial, territorial and site level, including natural resource-based value chains, insurance, and microfinance actors.
- Evaluate in detail the baseline scenario through research, literature review, experts and stakeholders' consultations, related activities, and initiatives, including co-financing options.
- Carry out a detailed gap analysis to justify the GEF incremental cost reasoning;
- Refine the theory of change and logical framework/IFA based on the above;
- Design a detailed log frame and accompanying narrative proposal on the project components;
- Refine and design specific activities to contribute to project objectives and outcomes, including but not limited to, activities addressing tiger and prey, conservation poaching, illegal wildlife trade and associated drivers, strengthening law-enforcement

measures and mechanisms, alternate livelihood and awareness raising opportunities, etc.
- Design and develop indicators mapped to GEF core indicators taking into account gender responsiveness, establish baselines for the indicators and develop Monitoring & valuation plan.
- Design a workable institutional arrangements and coordination mechanisms among participating governmental, non-governmental, research and private organisations, institutions, and communities at national, provincial, territorial and site levels.
- Develop the overall project budget and work plan, including a procurement plan;
- Undertake a detailed risk analysis and mitigation measures;
- Undertake a gender analysis and ensure the project responds to gender equality objectives;
- Carry out stakeholder consultations and a technical validation workshop and document the consultations in an appropriate format
- Prepare a stakeholder engagement plan for project implementation (see respective Guidance Note for details);

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, and the draft Guidance Note on Security and Human Rights Risks)
- Identify any Environment and Social risks (including risks to local people from suggested activities and implementation mechanisms and security risks for project staff and partners engaged in the project) and proposing adequate measure for avoiding or mitigating such risks, in consultation with relevant stakeholders and in particular with affected groups.
- Prepare an Environment and Social Management Framework (ESMF) or Environment and Social Management Plan (ESMP) or any other relevant safeguard tools (e.g., Indigenous People Plan), as appropriate and depending on the ESMS screening decision in close coordination with IUCN's ESMS team.

Project team and qualifications

The following expertise is expected to be available between the experts who will compose the team:
- Experience in developing GEF or other international funds' ProDocs and related project documents, along with a good grasp on GEF guidelines and standards to be met for these
- Experience and expertise in project design and implementation, including monitoring and evaluation, including gender-responsive project design
- Sustainable financing expertise with specific experience relevant to financing of protected area networks
- Local expertise with extensive knowledge on national conservation efforts, policies and strategies and the ability to position project activities in the local context effectively
- Knowledge of private sector and community-based approaches to natural resource management in Thailand

- Knowledge of environmental issues and complexities as they relate to Thailand
- Expertise in gender analysis and integrating gender empowerment aspects of gender
- Knowledge of social and livelihood systems in Thailand
- Experience in value chain development
- Understanding of the natural resources management policy environment
- Expertise in Environmental and Social Impact Assessment and development of safeguard tools
- Financial Management, including procurement related expertise
- Experience in structuring large wildlife conservation projects and also protected area network management projects and initiatives, including preferably, those financed by the GEF
- Experience in conducting community and stakeholder consultations
- Fluency in English, and Thai language is a plus.

The team will have to demonstrate a track record of designing successful biodiversity conservation projects with special expertise in wildlife conservation, illegal wildlife trade, poaching, livelihood development in Thailand and other regions for at least 10 years, including working with donors such the GEF, the World Bank, and other relevant development finance, UN, and international agencies.

Deliverables

- Baseline study
- GEF CEO endorsement request as per GEF template
- IUCN project document (ProDoc) including all annexes as per IUCN template (upon request)
    I. Budget
    II. M&E plan
    III. Work plan
    IV. Procurement plan
    V. ESMS Questionnaire as input to IUCN's ESMS Screening Report
    VI. Environment and Social Impact Assessment (if relevant)
    VII. Environment and Social Management Framework, plan or other safeguard tools (if relevant)
    VIII. Gender Analysis and Action Plan

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 an inception workshop, extensive stakeholder consultations on sites, and validation workshop(s), to be defined in the consultants' methodology and work plan.

Period of consultancy

The consultancy is expected to commence on 16 June 2023 and follow the tentative schedule below:

Deliverables	Timeline
Detailed workplan for preparing the proposal package.	26 June 2023
Baseline studies, draft logical framework, and theory of change for consultations within IUCN	16 July 2023
Inception workshop, including first stakeholders' consultation and project site visits	16 August 2023
Draft proposal (including all annexes) and CEO endorsement request available for IUCN regional and global programmes involved	16 November 2023
Second stakeholders' consultation workshops and site visits (validation of technical proposal and ESMS work)	16 December 2023
Revised proposal available to Government, project partners and IUCN for Proposal Review Meeting	16 January 2024
In-country validation workshop	16 February 2024
IUCN response to GEF Secretariat review and technical clearance (w/ support from consultants)	1-10 March 2024

Schedule of Payments

The detail of the financial proposal is to be submitted in the tables in Section 4 with the amount being up to maximum of USD 100,000. 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 for 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	10%
After GEF CEO approval following addressing feedback from GEF Secretariat	10%

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 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.