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

**IUCN Oceania Regional Office, Suva, Fiji**

**RfP Reference: IUCN-2023-05-P04526-1**

*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.*

## 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:** Louchrisha Hussain, *louchrisha.hussain@iucn.org* Oceania Regional Office

## 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 |
|---|---|
| 22 May 2023 | Publication of the Request for Proposals |
| 3 June 2023 | Deadline for expressions of interest |
| 6 June 2023 | Deadline for submission of questions |
| 8 June 2023 | Planned publication of responses to questions |
| 22 June 2023 | Deadline for submission of proposals to IUCN ("**Submission Deadline**") |
| 26 June 2023 | Clarification of proposals |
| 5 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? |

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 | Methodology and Workplan | Detailing of methodology and workplan in the proposal submitted | 35% |
| 2 | Experience on nature based solutions in small island developing states preferably with experience in the Pacific countries | CVs and write-up in the proposal related to experience | 10% |
| 3 | Experience with GEF | CVs and write-up in the proposal | 15% |
| 4 | Experience in environmental and social safeguards and Gender equality and empowerment | CVs and write-up in the proposal | 15% |
| | | | |
| 6 | Experience of working with governments in the Pacific countries | CVs and write-up in the proposal | 25% |
| **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

## Terms of Reference

**Background of the project:**

IUCN, International Union for Conservation of Nature, is the world's largest and most diverse environmental network. IUCN's work focuses on valuing and conserving nature, ensuring effective and equitable governance of its use, and deploying nature-based solutions to global challenges in climate, food and development. In 2014, IUCN became an accredited Project Agency of the Global Environment Facility (GEF).

The GEF funded Blue and Green Islands Integrated Program is one of 11 integrated programs formulated under the GEF 8 programmatic directions. The overall Program Objective of the Integrated Program whose development is led by UNDP is to "Move towards an Equitable, Nature-positive, Carbon neutral and pollution free world". The programme will be focusing on three broad areas to advance transformational systems regionally and globally.

The Republic of Palau's project, "Transforming productivity in Palau's food systems through nature positive innovations" child project EOI with IUCN as the GEF Agency was selected by GEF Secretariat to be funded under the GEF 8 Blue Green Islands integrated program.

The project aligns directly to the BGI's two main components of integrating nature into fiscal policies (for food systems) and implementation of Nature-based Solutions at landscape and seascape levels while supporting transformation of Palau's food systems with support from the tourism industry. This will be accomplished by supporting Palau's implementation of its national food systems pathways while maintaining natural ecosystems and Palau's network of protected areas.

Component 1 will focus on Integration of Nature into Food Systems Policy and Fiscal Decision Making aligning with the BGI Component 1. This will be achieved through a combination of multi-stakeholder dialogues informed by ecosystem valuations, cost-benefit analyses, and models of a Natural Capital Accounting system at state or national levels. It will contribute to the Pathway's goal of cross-sector data collection and sharing as well as updated Ministerial plans and policies. This will also inform and guide private sector investment into agriculture and aquaculture production on Babeldaob under Component 2.

Component 2 aligns to the BGI Component 2 and will assist Palau in planning for, and implementing, agricultural, aquaculture and fisheries expansion while applying Nature-based Solutions and protected area management to protect important ecosystems and ecosystem functions. Activities will include improvement of protected area management while identifying and implementing agricultural and aquaculture Nature-based Solutions in land and water surrounding the protected areas. Private sector will be engaged through food production, processing, distribution and retailing to ensure that ecosystems are well managed throughout the food systems cycle. Gender sensitive multi-stakeholder processes will ensure that all components of food systems in Palau are engaged.

The project responds to societal challenges of food security while maintaining biodiversity as described in the IUCN Global Standard. This will be further elaborated in the PPG stage. Protected areas in Palau contribute to freshwater provision, climate change adaptation, coastal stabilization, and fisheries provision as NbS.

Component 3 aligns to the BGI Component 3, focusing on knowledge management, learning and multi-scale exchange for scaling up. To foster knowledge sharing and learning, the project will build on existing knowledge management systems, including the Pacific Island Roundtable for Nature

Conservation Technical Working Group on Nature-based Solutions and associated IUCN/SPREP/SPC-led Communities of Practice, that will facilitate the exchange of information and best practices among stakeholders. This system will include tools such as peer-to-peer learning exchanges, workshops, and training sessions, as well as an online platform for sharing information and resources. This will align with the SIDS Nature-Based Solutions Accelerator and SIDS Private Sector & Finance Facility (PS&FF) to ensure learning from NbS implementation in FSM can be harnessed for replication and scaling.

This project will be funded through the Blue Green Islands Integrated Program and biodiversity / land degradation focal areas of the GEF, up to USD 6,000,000 STAR allocation with USD 2,000, 000 IP incentive and is expected to mobilize USD 11,700,000 in co-financing. The project preparation grant (PPG) available for this project is up to USD 200,000. The approved project is presently in the form of a draft concept note and can be shared upon request.

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 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 ProDoc shall clearly identify the approach and content of the “Transforming productivity in Palau's food systems through nature positive innovations” 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 Blue Green Islands Integrated Program and identify clear strategies and operational processes that will contribute to the global impact that the Blue Green Islands aims to achieve.

## OBJECTIVE(S)

The Consultant will support IUCN, its partners, especially Palau, to undertake and lead the development of the project design and the full Project Document (using the IUCN prodoc template) of the “Transforming productivity in Palau's food systems through nature positive innovations” project.

## TASKS

The Consultant 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 under the the guidance of IUCN, and in coordination with the Government of Palau. This will consist of the following:

### 1) Baseline study, consultations and draft project design

- Document review including approved BGI IP PFD and the specific Palau 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.

- Analysis of the environmental and socio-economic context of Palau focussing on project relevant conditions; for the social context describing main social groups, livelihood activities and sources of income of local communities, identification of ethnic affiliation of the groups including language and origin and migration (where applicable), customary institutions and social organization, religion, spiritual traditions and important tangible and non-tangible cultural heritage, land rights and actual ownership situation, identification of vulnerable groups and causes of vulnerability.
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- Baseline scenario analysis including analysis of infrastructure relevant for tourism (existing and in development/planned) tourism operations and of opportunities for a potential integration of nature into tourism sector,
- Assess potential of implementing NBS in and around PAs; analysis of effectiveness of management of existing PAs and of participation of local communities in PA governance; analysis of management of natural resources, human dependency on those resources and of natural resources management policies;
- 
- Assess potential of building on SEEA initiatives (System of Environmental-Economic Accounting) with ecosystem valuations of Palau's Food Systems, PAs and integrating natural capital accounting to value NbS, Food Systems, PAs, state and national policies of natural shared resources governance, biodiversity and ecosystem analysis of major islands in Palau,
- Analysis of gaps and opportunities in Palau's Food Systems transformation, analysis of gaps and opportunities in the tourism sector specifically for eco-tourism and cultural tourism; identification of required changes of policies, plans, investment needs and governance and proposition of alternative solutions.
- Analysis of National and state Food Systems plans and policies, National Investment Plans, tourism and natural resources management framework (legal, regulatory, institutional, participation and human resources aspects, economic policies of the tourism and environment sector, sectoral development policies and strategies, strategic development framework, at state and national level cooperation on Food Systems, PA strategies and management).
- Analysis of current and future projected climate change impacts and adaptation measures to mitigate climate risks during project design.
- Identification and analysis of stakeholders relevant for the project including analysing what are the interests of these stakeholders related to the project, how might stakeholders' be affected (positively/negatively) by the project, which stakeholders are the most vulnerable and subject to potential adverse impacts; decision about stakeholder involvement for designing the project (see IUCN ESMS Guidance Note Stakeholder Engagement)
- Preparation of a gender analysis focussing in particular on issues related to the tourism sector, to PA management and governance and to natural resource management in general; identification of opportunities, risks, participatory processes and barriers; refer to the IUCN Gender Analysis Guide for guidance.
- Analysis of transversal aspects of Palau's Food System transformation and development (uses and associated ecosystems), and research and development (Livelihood, environment, climate change, research and development) and women access to natural resources for economic activities.
- Analysis of the economic and financial aspects of tourism and PA management (economic and financial instruments of tourism and PA management, investments in the tourism sector and its contribution to economic development, financing transnational water resources management).
- Identification of potential project partners, including the executing agency, existing projects on the ground and in the pipeline, and synergies.
- Confirmation of co-financing opportunities.

- Mapping of Palau's food systems, identification of critical areas and target communities.
- Draft project results framework with disaggregated gender indicators, the theory of change, risks and assumptions and the baseline for the GEF Core indicators of the project (ref. IUCN Gender equality and women's empowerment policy).
- Prepare preliminary risk analysis over and above ESMS risk
- Conduct inception workshop for the project preparation phase and other relevant consultations workshops (validation).
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2) **Project design**

- Deep analysis of capacities constraints and proposition of alternatives plans and solutions.
- 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 project results framework based on the above
- Design of project components, outputs and activities
- Design workable institutional arrangements and coordination mechanisms among participating government, non-government and private organisations at state and national, regional (transnational) and community levels
- Design of the overall project budget and work plan, including a procurement plan
- Analysis of project risks (political, financial, legal, technological, security, etc) and propose mitigation measures.
- Development of a Gender Action Plan to ensure that the project responds to gender equality and women empowerment objectives.
- Prepare a monitoring and evaluation plan, including the establishment of the baseline for the GEF core indicators of the project considering the gender responsiveness
- Carry out Stakeholder consultation to ensure appropriate involvement of relevant stakeholder in project design giving due attention to local level stakeholders, in particular women stakeholders, indigenous/ethnic peoples and vulnerable groups; document consultation process in an appropriate format.
- Prepare a stakeholder engagement plan to establish how stakeholders will continued to be involved during the project (see ESMS Stakeholder Engagement Guidance Note for details). This engagement plan should be linked to the coordination mechanisms among participating government, non-government and private organisations at national, state (transnational) levels.
- Hold a technical validation workshop

3) **Environment and Social Management System (ESMS)**

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- Familiarize with the IUCN Environment and Social Management System (ESMS) in order to ensure compliance with requirements of standards and that risks are already avoided through project design;
- Identify any environment and social risks to inform the ESMS screening of the project;
- As instructed by the ESMS screening, carry out an Environmental and Social Impact Assessment (ESIA), a partial ESIA or a targeted assessment of environmental and/or social risks;
- Develop mitigation measures for avoiding or mitigating social or environmental impacts in consultation with relevant stakeholders and in particular with project affected groups and document; document measures in form of an Environment and Social Management Plan (ESMP);
- Prepare any other safeguard tool (e.g. Environment and Social Management Framework, Indigenous Peoples Plan, Access Restriction Mitigation Process Framework etc) as instructed by the ESMS screening;
- Coordinate with IUCN ESMS team.

**Project team and qualifications**

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

- Expertise in Natural Resource Economics, with knowledge on methodologies/tools of conducting natural capital accounting and valuation, ecosystem valuation
- Expertise in Nature based Solutions including a good understanding of the IUCN Global NBS Standard
- Expertise in Food Systems/Agriculture/Aquaculture, Protected Areas Management/Governance with regional experience in the establishment of PAs, PA management plans, governance and institutional development of tourism implementation plan, planning and use of natural resources/PA and monitoring and evaluation aspects of tourism and natural resources
- Expertise in Political/Economic Sciences, with experience in the analysis of the policy and socioeconomic context of Food Systems transformation, NbS, tourism and PA development and management
- Expertise in governance/institutional development, in charge of institutional aspects, stakeholder participation
- Expertise in environmental issues, with experience on natural resources ecosystems and biodiversity (island ecosystems) management and livelihood systems
- Knowledge of the political, socio-economic, cultural and environmental context of Palau
- Experience in approaches of inclusive governance and of sustainable financing of sustainable Food Systems and PAs
- Project design and implementation, including monitoring and evaluation
- Experience in gender analysis and designing gender-responsive action plan in shared natural resources context
- Proven experience in designing and implementing inclusive stakeholder consultation processes
- Technical background and demonstrated experience in environmental and social impact assessment, in the formulation, review and implementation of environmental and social management plans, other safeguard tools and reporting frameworks; familiarity with international safeguard systems and standards (e.g. World Bank, IFC, GEF); demonstrated experience in the application of E&S safeguards in the context of PA/natural resources management and conservation projects;
- Fluency in English is essential.

The team members will have to demonstrate a track record of successfully designing sustainable Food Systems, integrated tourism and natural 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. The team will be constituted in a way to easily fulfil the tasks in a context in this regard, a team put together with international/regional 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**

The consultants are required to deliver the following outputs;

- 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. Project Results Framework
  iii. M&E plan

iv. Work plan
v. Procurement plan
vi. Filled ESMS Screening Questionnaire as input to IUCN's ESMS Screening Report
vii. Environment and Social Impact Assessment (if required by ESMS Screening)
viii. Environment and Social Plan (ESMP) or other safeguard tools as required by ESMS Screening
ix. Stakeholder Engagement Plan
x. Gender Analysis and Gender Action Plan
xi. GEF Core Indicators templates
xii. Preliminary sustainable Food Systems maps of major islands in Palau
xiii. Signed co-financing letters
xiv. GEF Operational Focal Point Endorsement Letter
xv. List of stakeholders consulted during the PPG
xvi. 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

The consultancy is expected to commence on 10 July 2023 and follow the tentative schedule below:

| Deliverables | Timeline |
|---|---|
| Detailed workplan for preparing the proposal package | 17 July 2023 |
| Baseline studies, draft logical framework and theory of change for consultations within IUCN | 30 August 2023 |
| Inception workshop, including first stakeholders consultation and project site visits | 15 October 2023 |
| Draft proposal (including all annexes) and CEO endorsement request available for IUCN regional and global programmes involved | 30 December 2023 |
| Second stakeholders consultation workshops and site visits (validation of technical proposal and ESMS work) | 30 January 2024 |
| Revised proposal available to Government, project partners and IUCN for Proposal Review Meeting | 15 February 2024 |
| In-country validation workshop | 15 March 2024 |
| Final version of proposal for submission to GEF Secretariat for review | 10 April 2024 |
| IUCN response to GEF Secretariat review and technical clearance leading to CEO approval (w/ support from consultants) | 10 April 2024-30 June 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 175,000. 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 submission 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.