



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

IUCN Regional Office for Central and West Africa

**RfP Reference:** RfP-GEF 8 DRC PPG

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:** TINE Andre-Marie, Senior Regional Procurement Officer, IUCN-PACO  
andre-marie.tine@iucn.org

## 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 June 2023	Publication of the Request for Proposals
2 July 2023	Deadline for expressions of interest
4 July 2023	Deadline for submission of questions
14 July 2023	Planned publication of responses to questions
20 July 2023	Deadline for submission of proposals to IUCN (" <b>Submission Deadline</b> ")
1 August 2023	Clarification of proposals
7 August 2023	Planned date for contract award
10 August 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 no later than **Midnight CET on 20 July 2023** to [andre-marie.tine@iucn.org](mailto:andre-marie.tine@iucn.org) (see Section 2). The subject heading of the email shall be **RfP-GEF 8 DRC PPG**. 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			
2	Methodology and Workplan	Detailing of methodology and workplan in the proposal submitted	35%
3	Experience with wildlife management including wildlife conservation for development issues and on development of innovative financing approaches for mobilizing investments for conservation?	CVs and write-up in the proposal related to experience	15%
4	Experience with GEF	CVs and write-up in the proposal	20%
5	Experience in Environmental and Social safeguards, targeting and gender responsive project design	CVs and write-up in the proposal	20%
6	Fluency in English and French and fluency of at least 2-3 team members in Lingala	CVs and write-up in the proposal	10%
7			
8			
<b>TOTAL</b>			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 the 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](mailto: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](http://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 Critical Forest Biome (CFB) Congo Basin Integrated Program (CFB-CB-IP) is part of the 11 integrated programs formulated under the GEF 8 Programmatic Directions. The development of the Regional Program that covers 7 countries (Angola, Cameroon, Central African Republic, Congo DR, Equatorial Guinea, Sao Tome and Principe) is coordinated by the UN Environment, while IUCN is leading the development of two Child Projects in the Democratic Republic of Congo (DRC) jointly with IFAD, and Sao Tomé and Principe.

The title of the DRC Child Project is *“Sustainable Management of the Mayombe, Oubangui and Mai Ndombe tropical forest Landscapes to facilitate conservation of natural resources, local development, food security and climate change mitigation in DRC”*. The objective of the DRC project is to support integrated management of the Luki/Mayombe, Mai-Ndombé and South Oubangui tropical forest Landscapes to facilitate conservation of natural resources, local development, food security and climate change mitigation and adaptation in DRC.

The project will capitalize on results and lessons learned in the implementation of previous and on-going projects funded by GEF, CAFI, IFAD and other donors and partners in the 3 landscapes, notably on issues related to sustainable forest management, environmental governance, private sector engagement, promotion of local livelihood to ensure community buy-in, climate change adaption and mitigation, etc.

The GEF resources allocated to the project amounts to US\$ 17,130,000 (including the development of the full project proposal (PPG) and Implementing Agency Fee) and is expected to mobilize US\$ 175,500,000 in co-financing. This project will be funded mainly through the Biodiversity Focal Area, the Climate Change Focal Area, the Land Degradation Focal Area and International Waters of the GEF.. The project preparatory grant (PPG) available for this project is USD 225,000

Following the project approval cycle of the GEF, this draft concept note will 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 to support integrated management of the Luki/Mayombe, Mai-Ndombé and South Oubangui tropical forest Landscapes to facilitate conservation of natural resources, local development, food security, climate change mitigation and adaptation in DRC as well as supporting sustainable management of transboundary water resources (Ubangi River). The approach should also 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 to the Regional Congo Basin Forest Biome Integrated Landscape Program and identify clear strategies and operational processes that will contribute to the global impact that this IP aims to achieve.

## OBJECTIVE(S)

The Consultant will support IUCN and its partners especially IFAD and the Government of DRC to undertake and lead the development of the project design and the full Project Document of the *“Sustainable Management of the Mayombe, Oubangui and Mai Ndombe tropical forest Landscapes to facilitate conservation of natural resources, local development, food security and climate change mitigation in DRC”* 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) **Baseline study, consultations and draft project design**

- Document review: the approved Congo Basin Critical Forest Biome IP PFD and the specific DRC 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 analysis of environmental and socio-economic context/studies of the project sites to provide the appropriate context and framing to the project, and determine drivers of forest degradation, poaching and other wildlife crimes.. A holistic analysis of forest and wildlife habitat restoration, socio-cultural and economic processes as well as governance and law-enforcement mechanisms in the 3 landscapes will also be very important;
  - Market analysis for the targeted commodity chains;
  - Identification of potential project partners, including the executing agency, existing projects on the ground and to come, and synergies;
  - Confirmation of co-financing opportunities;
  - Mapping of target areas, identification of sites and target communities;

- Stocktake of the knowledge available on forest ecosystems health and functioning, biodiversity (fauna and flora) in the targeted landscapes, and identification of key knowledge gaps;
- Identification of land degradation status and prioritization of both sites and landscapes for action;
- Biophysical assessment of target areas including land degradation status and climate change data;
- Review biodiversity hotspots and baseline status, using both STARR and ABC map tools
- Analysis of the institutional, legislative and policy frameworks, notably by reviewing the DRC legal and political frameworks, experiences at the local, national, regional and international level, where communities are engaged in forest and wildlife conservation;
- Stocktake of previous (and ongoing) interventions that focused on forest restoration and/or improved forest management, and identification of successes (and success factors), failures, and lessons learned
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- Conduct stakeholder mapping at national, territorial and site level and identify and analyse stakeholders relevant for the project; including interests of these stakeholders related to the project, how stakeholders might be affected (positively/negatively) by the project, and how might they impact the project; decision about stakeholders to be involved in project design (refer to the [IUCN ESMS Guidance Note Stakeholder Engagement](#) for further guidance)
- Consultation with stakeholder (including at project site level) and plan stakeholder involvement for designing and implementing the project;
- Prepare preliminary risk analysis;
- Collect data and prepare a socio-economic assessment of target population including gender analysis focussing in particular on livelihood conditions and developmental opportunities and issues related to management and governance of natural resources; highlight differences in roles, practices and knowledge, on rights and power (including influence on decision making) as well as access to and control over resources; identification of opportunities, risks, participatory processes and barriers; refer to the [IUCN Gender Analysis Guide](#) for guidance.
- Draft project results framework with disaggregated gender indicators and theory of change (ref. IUCN Gender equality and women's empowerment policy);
- Organise Inception workshop for the project preparation phase;
- Review challenges and lessons learnt related to integrated management of critical landscapes in the three landscapes, in DRC and the Congo Basin in general, making sure that the project identify hotspots of threats and other socioeconomic activities that might undermine the integrity of primary forests in the three project sites;
- Identify an integrated approach to support local community's livelihood activities in the landscapes, notably those activities that will act as incentives to fully involve local communities in the sustainable management of the landscapes;
- Review the current training and capacity building framework adopted by the DRC government, partners and other partners to support sustainable management of national and transboundary landscapes;
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## 2) **Project design**

- Identify organization / actors specialized in natural resource-based value chains, insurance, and microfinance.
- 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 project results framework based on the above;
- Design a detailed log frame and accompanying narrative proposal on the project components, including outputs and activities;
- Refine and design specific activities to contribute to project objectives and outcomes, including, but not limited to, activities addressing integrated management of Congo Basin forest biomes in DRC, 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. Identify also potential mapping to IUCN and IFAD core indicator, notably indicators already part of associated projects
- Design a workable institutional arrangements and coordination mechanisms among participating governmental, non-governmental, research and private sector organisations, other relevant institutions, and local communities.
- Develop the overall project budget and work plan, including co-funding, a procurement plan, etc.;
- Analysis of project risks (political, financial, legal, technological, security, etc) and propose mitigation measures
- Based on the socio-economic/poverty analysis, prepare a targeting strategy
- Based on gender analysis develop a gender action plan to ensure the project responds to gender equality objectives;
- Draft exit strategy to ensure ex-post sustainability analysis
- Carry out stakeholder consultations and a technical validation workshop and document the consultations in an appropriate format;
- Prepare the project's stakeholder engagement plan, including free and prior informed consent (see Guidance Note for details);
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## 3) **Environment and Social Management System (ESMS)**

- Familiarize with the IUCN Environment and Social Management System (ESMS) in order to ensure compliance with requirements of standards and that environmental and social risks are already avoided through project design;
- Provide relevant social and environmental context information through the baseline study (see section 1) to inform the ESMS screening;
- If required 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 adequate measure for avoiding or mitigating social or environmental impacts, in consultation with relevant stakeholders and in particular with project-affected groups; document measures in form of an Environment and Social Management Plan (ESMP);

- Prepare any other safeguard tools (Environment and Social Management Framework, Indigenous People Plan, Access Restriction Mitigation Process Framework etc.) as instructed by the ESMS screening;
- Coordinate with the IUCN 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 project documents for GEF or similar international donors and related project documents, along with a good grasp on GEF guidelines and standards to be met for these
- Experience in structuring large forest, wildlife, water resources and other natural resource conservation projects and also protected area network and transboundary management projects and initiatives, including preferably, those financed by the GEF
- Experience and expertise in project design and implementation, including monitoring and evaluation, project budgeting and procurement including gender-responsive project design;
- Experience in gender analysis and designing gender-responsive action plans in shared natural resources context
- 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 DRC
- Knowledge of environmental issues and complexities as they relate to DRC
- Expertise in gender analysis and integrating gender empowerment aspects of gender
- Knowledge of social and livelihood systems in DRC
- Experience in value chain development
- Understanding of the natural resources management policy environment
- 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; familiarity with international safeguard systems (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;
- Proven experience in designing and implementing inclusive community and stakeholder consultation processes
- Fluency in English and French and fluency of at least 2-3 team members in Lingala is a plus

The team will have to demonstrate a track record of designing successful forest and biodiversity conservation projects with special expertise in natural resource management transboundary landscape management, wildlife conservation, illegal wildlife trade, poaching, livelihood development in DRC and other regions, notably in the Congo Basin, 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. Environment and Social Impact Assessment (if relevant)
  - VI. Environment and Social Management Plan, or other safeguard tools (if relevant)
  - VII. 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 10 August 2023 and follow the tentative schedule below:

<b>Deliverables</b>	<b>Timeline</b>
Detailed workplan for preparing the proposal package.	15 August 2023
Baseline studies, draft logical framework, and theory of change for consultations within IUCN	20 August 2023
Inception workshop, including first stakeholders’ consultation and project site visits	20 September 2023
Draft proposal (including all annexes) and CEO endorsement request available for IUCN regional and global programmes involved	20 December 2023
Second stakeholders’ consultation workshops and site visits (validation of technical proposal and ESMS work)	20 January 2024
Revised proposal available to Government, project partners and IUCN for Proposal Review Meeting	20 February 2024
In-country validation workshop	5 March 2024
IUCN response to GEF Secretariat review and technical clearance (w/ support from consultants)	March-May 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 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.