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

**IUCN West and Centrale Africa Programme, Dakar**

**RfP Reference: IUCN-2023-06- P04598**

*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 <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 |
|---|---|
| 20 June 2023 | Publication of the Request for Proposals |
| 30 June 2023 | Deadline for expressions of interest |
| 2 July 2023 | Deadline for submission of questions |
| 12 July 2023 | Planned publication of responses to questions |
| 19 July 2023 | Deadline for submission of proposals to IUCN ("**Submission Deadline**") |
| 29 July 2023 | Clarification of proposals |
| 04 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 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:<br>- Procurement,<br>- Code of conduct,<br>- 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 | Methodology and Workplan | Detailing of methodology and workplan in the proposal submitted | 35% |
| 2 | Experience with PAs / OECMs and restoration preferably in West Africa | CVs and write-up in the proposal related to experience | 15% |
| 3 | Experience with GEF | CVs and write-up in the proposal | 20% |
| 4 | Experience in Environmental and Social safeguards and gender responsive project design | CVs and write-up in the proposal | 20% |
| 5 | Fluency in English and French | CVs and write-up in the proposal | 10% |
| **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*

**INTRODUCTION**

The GEF funded Critical Forest Biome (CFB) Guinean Forest Integrated Program (CFB-IP) is part of the 11 integrated programs formulated under the GEF 8 Programmatic Directions. The following countries Guinea, Liberia, Nigeria, and Sierra Leone are involved in this programme. The Program Objective is to invest in the protection and effective governance of the Guinean Forests to sustain the health of the planet and flow of vital ecosystem services that underpin human well-being.

IUCN has been identified by the Government of Guinea as GEF Agency to develop the full proposal for the Child Project entitled "***Strengthening restoration and conservation of the ecological corridor of Mount Nimba (Bossou) and Ziama National Park in Guinea"***

IUCN seeks for a consultancy team in GEF project design and biodiversity, climate change and land degradation to undertake the following set of work and outputs.

The GEF resources allocated to the project amounts to US$ 5,833,330 (including the development of the full project proposal (PPG) and Implementing Agency Fee) and is expected to mobilize US$ 35 million in co-financing. This project will be funded mainly through the Biodiversity Focal Area, the Climate Change Focal Area and the Land Degradation Focal Area of the GEF. The project preparation grant (PPG) available for this project is US$ 110,000.

**Consultancy Objective:**

The objective of this consultancy is to design and deliver a fully developed CEO endorsement package for the GEF 8 Guinea Child Project that is in line with the approval GEF-8 Program Framework Document (PFD), and is in line with national priorities, IUCN comparative advantages and GEF-8 programming directions. The GEF project design expert will formally report to Dr. Kenneth ANGU, Regional Forest Program for West and Central Africa (Lead Technical Officer), as well as other relevant colleagues at IUCN including in IUCN Global Forest and Climate Change Programme (GFCCP). Furthermore, the consultant will work closely with all relevant country stakeholders, including the Nzerekoré Forestry Centre (CFZ), Bossus Environmental Research Institute (IREB), and Guinean Parks and Reserves Office (OGUIPAR) etc.

**Required tasks:**

The GEF Project Design and BC/FLR/SFM Expert will:

1. **Author and draft the IUCN-GEF Project Document and GEF CEO Endorsement Request document**, in compliance with the GEF-8 Trust Fund results framework and priorities and in alignment with the GEF-approved IPs Programme Framework Document (PFD) and needs expressed by stakeholders that have been identified.
2. Work to ensure that all of the activities detailed in the PPG-Stage Child Project Workplan to support the preparation of the IUCN-GEF Project document are successfully undertaken.
3. The expert will ensure adequate analysis of existing documents, consultations and additional studies if needed, to elaborate on the:
    - Theory of change / logical flow
    - baseline projects and programs and related co-financing;
    - Barriers preventing the realization of the long-term solution
    - component design; ii) realistic outputs to be achieved and included in the results matrix; iii) the detailed budget (including co-financing); iv) gender mainstreaming and gender sensitive progress indicators;
    - incremental/ additionality logic for the GEF investment
    - elaborated project framework and practical project design elements (what will be done by whom when and where with necessary technical detail)
    - innovative aspects of the project
    - sustainability and potentials for upscaling and replication
    - compliance with IUCN's Environmental and Social Management Framework[1]
    - global environmental benefits
    - implementation and execution arrangements
    - monitoring and evaluation plan
    - exit strategy
    - results based work plan and budget that is in conformation with IUCN's standard practice
    - other standard requirements of IUCN-GEF projects
4. Be the lead person to convert project document into latest GEF's CEO Endorsement Template. The project document/ CEO endorsement will be clearly aligned to and will be expanding on GEF 8 PFD. Furthermore, the documents will give due consideration and responses to GEFSEC, STAP and GEF Council Comments.
5. Be lead person to ensure all required GEF Tracking Tools are filled in correctly, and that data in tracking tools are reflected in the project document and CEO endorsement template
6. Identify potential stakeholders and advise them on co-financing requirements
7. Represent the project design team in meetings and presentations, as required
8. Draft responses to GEF review comments on the documents submitted
9. Undertake at least 2 in-country missions, including to sites selected for field implementation of activities

The total days for this consultancy is estimated at 60 days from **July 2023 to August 2024**, including home based work, participation in global workshop/s (as required) and in-country missions (essential).

## CONSULTANCY REQUIREMENTS

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

- At least 5 years of proven experience leading the design and approval of GEF project documents in at least 3 countries
- Graduate or Post Graduate degree in Natural Resources Management,
- Fluency and excellent writing and analysis skills in English and French
- Proven expertise in Biodiversity Conservation, Forest Landscape Restoration and/or Sustainable Forest Management
- Familiarity with Forestry Legislations and experience with stakeholder dialogue, institutional processes and engagement of civil society organizations
- Experience in gender analysis and designing gender-responsive action plan in shared natural resources context
- 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;
- Proven knowledge a strong knowledge on the Guinean Forests framework and GEF 8 Theory of Change (ToC).
- Demonstrate a good knowledge on transboundary landscape approach
- Excellent interpersonal and networking skills
- Proven ability to work under pressure and deliver results on time and on budget.

**Elaboration of required tasks:**

- **PPG Activity 1.1.** Identify knowledge gaps to facilitate establishment of baselines underpinning policy change, and develop relevant background and baseline information to the extent possible given PPG resource limitations.
    - Analysis of the environmental and socio-economic context of the project sites; 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, identification of vulnerable groups and causes of vulnerability.
    - Preparation of a gender analysis focusing in particular on livelihood conditions and developmental opportunities and issues related to natural resource management in general, management and governance of protected areas; 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; refer to the IUCN Gender Analysis Guide for guidance.
    - Assess extent to which adequate and clear information exists on the status of Conservation of Biodiversity, land degradation and restoration opportunities, and on the status of existing domestic restoration targets and programs.
    - Assess existing status of Other Effectiveness Conservation Measures (OECM) in peripherical of protected area, notably Mont Nimba Reserve and Ziama national park.
    - Assess if the benefits and co-benefits of restoring degraded lands in Guinea are defined and available to policy makers (including socio-economic benefits, carbon benefits, and ecosystem services).
    - Identify partners able to support filling in of knowledge gaps, including during project implementation phase.

    - Develop a strategy to make relevant information available to policy makers, and advocacy strategy to facilitate policy change.
- **PPG Activity 1.2.** Characterize the policy and legal frameworks for CB, SFM, LUP, FLR and integrated transboundary landscape management in Guinea, and identify means and support to facilitate policy enhancement and change.
    - Identify the strengths and weaknesses of existing policies, legislation, regulations and strategies related to (i) forest landscape restoration (ii) management of high Value Biodiversity hotspots and immediate peripheral zones, (iii) Sustainable forest management, and (iv) LUP in Guinea. Identify synergies, conflicts and trade-offs between different initiatives and policies adopted by relevant institutions.
    - Identify land tenure and governance issues that are relevant to proposed project interventions and the sites; describe whether the actual ownership / rights situation in the project sites follows formal legislation or whether customary or traditional mechanism prevail;
    - Identify gaps, entry points, and potential actions for improving existing provisions at both national and sub-national levels to mainstream SFM, LUP FLR and integrated transboundary landscape management.
    - Examine existing cross-sectorial policy coordination mechanisms (if any) and identify/propose ways to establish or strengthen coordination mechanisms.
- **PPG Activity 2.1.** Identify key stakeholders, programs, needs and timelines to facilitate comprehensive sustainable land management programs during the implementation phase of the project:
    - Identify and analyze stakeholders relevant for the project including their interests (in areas related to the project), how they might be affected (positively/negatively) by the project, and how they might impacts the project; design the strategy for engaging stakeholders during project design (following the IUCN ESMS Guidance Note Stakeholder Engagement).
    - Identify current and proposed restoration programmes and describe complementarities, and strengths and weaknesses.
    - Identify how the project can enhance existing SFM, LUP FLR and transboundary landscape approach programmes, including through technical assistance and coordination that enhances current program.
- **PPG Activity 2.2.** Capitalize on existing data and literature generated by the Government of Guinea (Ministry of Agriculture, Livestock, Forests and Environment, other key ministries), partners, etc. elaborate a comprehensive site specific profile that include;
    - Baseline biophysical and socio-economic conditions,
    - Threats and challenges to the landscapes,
    - Current land use practices,
    - Options for improved SFM, LUP and transboundary landscape management,
    - Technical capacity development program for local level stakeholders,
    - A plan for participatory planning and implementation; and
    -

The Consultant team will also work with the IUCN PACO technical staff to facilitate the elaboration of this component.

- **PPG Activity 2.3.** Identification of viable economic alternatives and complementary sustainable land management programs to reduce the pressure on natural resources.
    - Identify possible alternative economic activities and complementary sustainable land management programs which could be developed to reduce pressure on natural resources.

- Identify potential partners to develop these economic alternatives and complementary sustainable land management programs

- **PPG Activity 3.1.** Broadly assess institutional capacity to plan for and manage SFM, FLR, LUP and transboundary landscape management.
  - Broadly evaluate [SWOT] Institutional capacity and coordination requirements at National level and sub national level for SFM, LUP, FLR current/ new roles and responsibilities of the key institutions involved, including Ministry, local Institutions, REDD+ Secretariat, etc., to help build project governance, coordination and collaboration mechanisms.
- **PPG Activity 3.2.** Outline program of work and budget to support development of bankable projects.
  - Consult with partners WWF, WaBILed, UNDP, WB, UNEP UNOPs and FAO on developing a program of work to support development of bankable projects in Guinea to mobilize additional resources
  - Outline a program of work and supporting budget to support development of bankable projects in Guinea to mobilize additional resources, incorporating feedback and guidance from Project partners.
- **PPG Activity 4.1.** Identify and describe the potential national contribution to the Global Learning, Finance and Partnerships (GLFP) project.
  - Identify types of knowledge products that will be generated by the project at the national level which could be shared at regional and global levels.
- **PPG Activity 4.2.** Assess how support and tools from the Global partners can contribute to the national project success. Potential support and tools include:
  - Thematic knowledge products on CB, SFM, LUP, FLR and transboundary landscape management
  - Monitoring tools to be presented during the consultation meeting.
- Awareness raising campaign on CB, SFM, LUP, FLR and transboundary landscape management to support the national project objectives as well as global awareness on GEF 7 focal area.
- Support for uptake of policy solutions.

**Elaboration of required outputs:**

- Preparation of all the documentation required for submission of a child project for Guinea n Initiative for endorsement by the GEF Chief Executive Officer (CEO) and approval by IUCN. This documentation includes:
  - i. IUCN-GEF 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 required by the ESMS Screening)
    - VII. Environment and Social Management Framework, plan or other safeguard tools (as required by ESMS Screening)
    - VIII. Gender Analysis and Gender Action Plan
  - ii. GEF CEO Endorsement Request (CEO-Doc)
  - iii. GEF Tracking Tools for Project

iv. Co-financing commitment letters

Preparation of the above documentation will be facilitated by the following outputs from the PPG activities:

- PPG Output 1.1 & 1.2. IUCN-GEF Project Document (ProDoc) chapter characterizing the existing policy and legislative environment and context for CB, SFM, LUP, FLR and transboundary landscape management in Guinea, and opportunities for filling in knowledge gaps and strengthening policy and legal frameworks that are supportive of issue to address in this project. In addition to identifying needs and opportunities for strengthening SFM, LUP-supportive policy in Guinea, this report chapter is expected to provide a framework on how to establish and pilot directives that will support Ministry of forest in its intended objective of developing a national management forest plan. Chapter will include a program of recommended work based on above analysis and budget.
- PPG Output 2.1.IUCN-GEF Project Document (ProDoc) chapter defining how the project can best support CB, SFM, LUP and landscape approach. Chapter will include a program of recommended work based on above analysis and budget.
- PPG Output 2.2.IUCN-GEF Project Document (ProDoc) chapter including the following: site profiles; a description of baseline biophysical and socio-economic conditions, threats and challenges to the landscapes; overview of current land use practices; and a discussion of options for improved LU and forest management; technical capacity development program for local level stakeholders. Proposal for CB, SFM, LUP and FLR activities should also include a plan for participatory planning and implementation and ensuring gender mainstreaming. Chapter will include a program of recommended work based on above analysis and budget.
- PPG Output 2.3. IUCN-GEF Project Document (ProDoc) chapter identifying priority complementary initiatives that take pressure off of natural resources, and reduce the need to convert natural ecosystems and primary forest, including reducing the pressure on forests for biomass energy. Chapter will include a program of recommended work based on above analysis and budget.
- PPG Output 3.1. IUCN-GEF Project Document (ProDoc) chapter on institutional and stakeholder capacity development needs (including specification of a recommended training program), and creation and strengthening of multi-stakeholder platforms/mechanisms necessary for LUP, SFM implementation and scaling up. Chapter will include a program of recommended work based on above analysis and budget.
- PPG Output 3.2. IUCN-GEF Project Document (ProDoc) chapter outlining project activities to be undertaken in implementation phase to support generation of bankable projects for SFM, LUP, FLR, and supporting budget.
- PPG Output 4.1 & 4.2. IUCN-GEF Project Document (ProDoc) chapter on knowledge sharing, partnership and M&E to be part of the national child project. Will describe the linkages with the Global Learning, Finance and Partnerships (GLFP) project. Will be part of the exchanges with the GLFP development team on how to best integrate the national Child into the Global program and how the national child project will benefit from the tools and experiences offered by the GLFP; GEF CEO Endorsement Request (CEO-Doc); Environmental and Social Screening, in accordance with IUCN's Environmental and Social Management Guidelines; and GEF Tracking Tools (TT). Chapter will include a program of recommended work based on above analysis and budget.

## Environment and Social Management System (ESMS)

Work in collaboration with the national consultants, the IUCN ESMS Coordinator and the regional ESMS Expert to determine compliance with IUCN's ESMS to:

- Ensure that the project design process is participatory and has strong stakeholder involvement from local communities, CSOs, academia, private sector, women groups, indigenous communities and vulnerable groups. If groups have been identified through the ESMS screening as potentially affected by the project, their involvement in assessing the significance of the impacts and in the identification of mitigation measures is crucial. In case ESMS Standards are triggered or other negative environmental or social impacts are expected from the project activities, design and budget for appropriate mitigation measures
- 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 )
- 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 to 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; document these measures in form of an Environment and Social Management Plan (ESMP).
- Prepare any other safeguard tool (e.g. Environment and Social Management Framework Indigenous People Plan, Access Restriction Mitigation Process Framework), as appropriate and depending on the ESMS screening decision in close coordination with IUCN's ESMS team.

## Period of consultancy

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

| Deliverables | Timeline |
|---|---|
| Detailed workplan for preparing the proposal package. | 20th August 2023 |
| Baseline studies, draft logical framework, and theory of change for consultations within IUCN | 20th September 2023 |
| Inception workshop, including first stakeholders' consultation and project site visits | 30th September 2023 |
| Draft proposal (including all annexes) and CEO endorsement request available for IUCN regional and global programmes involved | 10th December 2023 |
| Second stakeholders' consultation workshops and site visits (validation of technical proposal and ESMS work) | 10th January 2024 |
| Revised proposal available to Government, project partners and IUCN for Proposal Review Meeting | 10th February 2024 |
| In-country validation workshop | 28th February 2024 |
| IUCN response to GEF Secretariat review and technical clearance (w/ support from consultants) | March -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 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.