



## Request for Proposals (RfP)

“Support the efforts of IUCN’s Portfolio of Projects in policy engagement with national governments and regional frameworks in the Caribbean leading to the adoption of adequate and coordinated follow-up actions that will ensure the sustainability of achieved results, especially under the BIOPAMA II Programme” (regional scope, Wider Caribbean Region)

**International Union for Conservation of Nature and Natural Resources  
Regional Office for Mexico, Central America and the Caribbean**

**Country:** regional scope, Wider Caribbean Region

**Name of the Project:** BIOPAMA II

**Budget Line:** DR02204.S3

**AOP Code:**

*Interested Proposers are hereby invited to submit a technical and financial proposal for the aforementioned Consultancy Service Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.*

### 1. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 18,000 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/>

### 2. REQUIREMENTS

2.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference)

### 3. CONTACT DETAILS

3.1. During the course of this RfP, from its publication to the award of a contract, you may not contact or 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: Procurement Officer of the IUCN Regional Office for Mexico, Central America and the Caribbean

E-mail: [procurement.Ormacc@iucn.org](mailto:procurement.Ormacc@iucn.org) / Tel +506-2459-0219

### 4. PROCUREMENT TIMETABLE

4.1. 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, that will be informed.

DATE	ACTIVITY
21/12/2023	Publication of the Request for Proposals
05/01/2024	Deadline for submission of questions
15/01/2024	Deadline for submission of proposals to IUCN (" <b>Submission Deadline</b> ")
22/01/2024	Clarification and evaluation of proposals
25/01/2024	Planned date for contract award
15/02/2024	Expected contract start date

4.2. Send an email to the IUCN contact to register an email address to receive notifications or clarifications of this bidding process, bidders in turn will be able to confirm if they intend to submit a Proposal before the deadline indicated above.

4.3. IUCN reserves the right to issue responses to any question to all Bidders, unless the Bidder making the inquiry expressly requests, at the time of inquiry, that it be kept confidential. If IUCN considers the content of the question and/or the answer to be non-confidential, it will inform the Bidder, who will have the opportunity to withdraw the question.

4.4. At any time before the deadline for submitting Proposals, IUCN may amend the RFP and will send all Bidders who have notified their interest or, failing that, registered an email to receive notifications, and it will be disclosed in the media used. For this end.

4.5. If the amendment is substantial, IUCN may extend the deadline for submission of Proposals in order to allow Bidders a reasonable time to take the amendment into consideration in their proposals.

### 5. PRESENTATION OF THE PROPOSALS

5.1. The Bidder interested in submitting a Proposal must submit the following documents, in the order listed, placing:

**A. ADMINISTRATIVE REQUIREMENTS**

- a. Copy of identification document or passport (in case of being a foreigner)
- b. Copy of legal invoice for fees collection.
- c. Copy of resume
- d. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- e. Signed Declaration of Undertaking (Annex 3a)
- f. Human Resources Questionnaire filled and signed (Annex 4)

**FOR CONSULTANCY COMPANIES:**

- a. Copy of Certification of Incorporation
- b. Copy of identification document of the Legal Representative
- c. Copy of legal invoice for fees collection.
- d. Copy of resumes of the Consulting Team
- e. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- f. Signed Declaration of Undertaking signed by the Representative of the Consulting Company or, in the case of a Consortium or group of Consultants, signed by each member indicating that they have read and understood the content of the Declaration (Annex 3b)
- g. Human Resources Questionnaire filled and signed (Annex 4)

**B. TECHNICAL PROPOSAL:**

- i. The technical proposal must address each of the criteria listed below explicitly and separately, citing the reference number of the relevant criterion (Description column).

	<b>Description</b>	<b>Information to be presented</b>	<b>Relative importance (%)</b>
1	<i>Methodology to be implemented</i>	<ul style="list-style-type: none"> <li>• <i>Policy analysis: list of relevant international, regional and national frameworks that will be considered, along with current status of implementation at national and regional levels, as well as the identification of related information gaps</i></li> <li>• <i>Approach to stakeholder engagement for each targeted country and at the regional level, complemented by list of relevant stakeholders</i></li> </ul>	30%
2	<i>Specific timeframe for each process and deliverable</i>		20%
3	<i>Experience</i>	<ul style="list-style-type: none"> <li>• <i>Company Profile / CV</i></li> <li>• <i>Demonstrated experience in public policy development and advocacy work on environmental topics in the Caribbean</i></li> <li>• <i>Samples of policy documents and knowledge/communication products developed</i></li> </ul>	20%

4	Conceptual Review of the ToR		30%
TOTAL			100%

- i. IUCN will evaluate the technical proposals with respect to each of the criteria indicated in point i) and their relative importance.
- ii. Proposals in any other format will significantly increase the evaluation time and therefore such proposals may be rejected at the discretion of IUCN.
- iii. When resumes (CVs) are requested, these should be from the people who will perform the specified job. Persons submitted as part of the Proposal may only be replaced with the approval of IUCN.
- iv. In the event that a company or group of consultants applies, in addition to the above information, the following must be specified:
  - Responsible for consulting
  - Composition of the consulting team, specialty of each member.
  - Role and responsibility in the activities/products of each member in accordance with the TOR

### C. FINANCIAL PROPOSAL:

**Signed by the Proposer, indicating the value of professional services (in U.S. Dollars) in numbers and letters.**

- i. It will be considered that the prices presented include all the costs of fees, insurance, taxes, obligations and risks that must be considered for compliance with the Terms of Reference. IUCN will not accept charges beyond those clearly indicated in the Financial Proposal and that are eligible for the execution of the Contract.
  - ii. The Bidder will have to assume the payments corresponding to taxes according to regulations in force in its country; You will have to have health and life insurance up to date; and will assume the bank charges by transfer.
  - iii. If local or international trips must be made for the execution of this Contract, the arrangements will be made and costs will be paid by IUCN.
  - iv. Expenses related to vehicle maintenance, purchase of electronic equipment, cell phone expenses, consumption expenses or purchase of alcoholic beverages will be considered ineligible expenses.
- 5.2. Additional information not requested by IUCN should not be included in the proposal and will not be subject to evaluation.

### 6. SENDING

- 6.1. The Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – Proposer name]. The Proposer name is the name of the company/organisation on whose behalf the proposal is being submitted, or the surname of the Proposer in case is bidding as a self-employed consultant. The proposal must be submitted in PDF format. The Proposer 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 (e.g. Dropbox, Google Drive, etc)

7. **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.

## 8. ELIGIBILITY

- 8.1. Proposers from non-EU OECD Member States i.e. Australia, Canada, Chile, Israel, Japan, Korea, Mexico, New Zealand, Switzerland, United States of America are not eligible to apply for this consultancy [Donor-imposed eligibility criteria, e.g. the European Commission's Nationality Rule and Rule of Origin]

## 9. VALIDITY

- 9.1. The proposal must remain valid and capable of acceptance by IUCN for a period of 60 calendar days following the submission deadline.

## 10. WITHDRAWALS AND CHANGES

- 10.1. Proposers may freely withdraw or change their 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.

## 11. EVALUATION OF PROPOSALS

### 11.1. Completeness

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

### 11.2. Technical Evaluation

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

#### 11.2.1. *Scoring Method*

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

#### 11.2.2. *Technical Score*

The score for each technical evaluation criterion will be multiplied with the respective relative weight and these weighted scores added together to give the proposal's overall technical score.

### 11.3. Financial Evaluation and Financial Scores

The financial evaluation will be based upon the full total price submitted. Financial proposals will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds by the total price of your financial proposal.

**The proposals total score will be calculated as the weighted sum of the technical score and financial score.**

The relative weights will be:

<b>Technical:</b>	<b>70%</b>
<b>Financial:</b>	<b>30%</b>

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the Proposer whose proposal achieves the highest total score.

## **12. EXPLANATION OF PROCUREMENT PROCEDURE**

- 12.1. IUCN is using the open procedure for this procurement.
- 12.2. 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. 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 in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the Proposer whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 12.3. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 3.1 gives an estimate of when the contract award is expected to be completed, however this date may change depending on how long the evaluation of the proposals takes.

## **13. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

- 13.1. To participate in this procurement, the Proposers are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.
  - 13.1.1. It is responsibility of each Proposer to ensure the submission of a complete and fully compliant proposal.
  - 13.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result will not be consider to proceed further in the procurement process.
  - 13.1.3. IUCN will query any obvious clerical errors in a proposal and may, at IUCN's sole discretion, allow a Proposer to correct these, but only if doing so could not be perceived as giving an unfair advantage.
- 13.2. In order to participate in this procurement, the Proposer must meet the following conditions:
  - Free of conflicts of interest
  - Registered on the relevant professional or trade register of the country in which is established (or resident, if self-employed)
  - In full compliance with its 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 professional conduct
  - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
- 13.3. Each Proposer 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 Proposer 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 Proposer's participation to be disqualified.

13.4. By taking part in this procurement, the Proposer 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 Proposers 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.

#### **14. CONFIDENTIALITY AND DATA PROTECTION**

14.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information a Proposer submits to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate the 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 the proposals 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.

14.2. In the Declaration of Undertaking (Attachment 3) the Proposer needs to give IUCN express permission to use the information submitted in this way, including personal data that forms part of the proposal. Where a Proposer include personal data of employees (e.g. CVs) in the proposal, the Proposer needs 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 the proposal.

#### **15. COMPLAINTS PROCEDURE**

15.1. If a Proposer has a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact [sofiamariela.madrigal@iucn.org](mailto:sofiamariela.madrigal@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).

#### **16. CONTRACT**

16.1. The contract will be based on IUCN's template which terms of which are not negotiable.

#### **17. ANNEXES**

**Annex 1**      *Specification of Requirements / Terms of Reference*

**Annex 2**      *Letter of Interest*

**Annex 3**      *Declaration of Undertaking (select 2a for companies or 2b for self-employed)*

**Annex 4:**     *Human Resources Questionnaire*

**ATTACHMENT 1  
TERMS OF REFERENCE**

**The Regional Office for Mexico, Central America and the Caribbean of the  
International Union for the Conservation of Nature**

**(IUCN-ORMACC)**

**REQUIRES**

**PROFESSIONAL CONSULTANCY SERVICES**

**FOR**

“Support the efforts of IUCN’s Portfolio of Projects in policy engagement with national governments and regional frameworks in the Caribbean leading to the adoption of adequate and coordinated follow-up actions that will ensure the sustainability of achieved results, especially under the BIOPAMA II Programme” (regional scope, Wider Caribbean Region)

<b>Type of Contract:</b>	Professional Consultancy Services
<b>Period:</b>	9 months
<b>Availability:</b>	Immediate
<b>Person Responsible for Supervision:</b>	Hyacinth Armstrong-Vaughn, Protected Areas Officer

## **1. BACKGROUND AND JUSTIFICATION**

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### IUCN’s work in the Caribbean

For over 30 years, the IUCN’s Regional Office for Mexico, Central America, and the Caribbean (ORMACC) has implemented and executed projects alongside Members and allies, either in specific local communities and indigenous peoples’ territories, or in intervention areas that include multiple countries or even terrestrial, coastal, or marine zones. In the Caribbean, IUCN’s presence began to take shape as early as 2003, when members in the region were beginning to grow in numbers and with this, the interest for greater IUCN influence in the region. In 2003, the Caribbean Membership was comprised of 7 organizations, currently, the Caribbean membership has grown up to 18 member’s organisations. In addition, over 100 Caribbean representatives actively support the work of IUCN’s 7 expert commissions, particularly the World Commission on Protected Areas and the Species Survival Commission. IUCN’s current work in the region is fully integrated within the framework of the [Nature 2030 IUCN Programme](#). The Programme delivers concrete and tangible positive impacts to People, Land, Water, Oceans and Climate, while ensuring alignment with the United Nations 2030 Agenda for Sustainable Development, as well as the post-2020 Global Biodiversity Framework.

IUCN’s project portfolio in the Caribbean comprises national and regional projects, as well as global projects with intervention in Caribbean countries, thus currently reaching a total of 18 countries in



the wider Caribbean Region (Antigua and Barbuda, Barbados, The Bahamas, Belize, Dominica, Dominican Republic, Grenada, Guadeloupe, Guyana, Haiti, Jamaica, Martinique, St. Martin/St. Barthélemy, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago). Through its project portfolio, IUCN works on a variety of programmatic areas in the Caribbean, including actions for sustainable land management, biodiversity conservation, protected areas management and governance, access and benefit sharing of genetic resources, addressing the issue of plastic waste, sustainable use of natural resources and human development, prioritising and reinforcing knowledge generation and management, capacity enhancement, among others.

To further consolidate its presence in the Caribbean, ORMACC recently established a Task Force for the Caribbean. This Task Force promotes collaboration with leading regional organisations that are active in the field of conservation and sustainable development in the Caribbean, as well as improved coordination and collaboration within the project portfolio in the Caribbean and with IUCN Members and Commissions.

### The BIOPAMA II Programme

The Biodiversity and Protected Area Management Programme (BIOPAMA II) aims to improve the long-term conservation and sustainable use of natural resources in African, Caribbean and Pacific (ACP) countries, in protected and conserved areas and surrounding communities. It is an initiative of the Organisation of ACP States financed by the European Union's 11th European Development Fund (EDF), and jointly implemented by the International Union for Conservation of Nature (IUCN) and the Joint Research Centre of the European Commission (JRC) and the University of the West Indies (UWI) at the regional level. Specifically, BIOPAMA II is improving access to, and availability of, relevant data and information and building the capacity of existing institutions and networks to use this information and knowledge to improve policies, decision-making and enhance the management of protected areas (terrestrial and marine) and national systems of protected and conserved areas. BIOPAMA II will finalise operations in the Caribbean region at the end of 2024.

The Policy Consultant will support the actions necessary to ensure a successful exit strategy for and sustainability of achieved results from BIOPAMA II and strengthen synergies with the overall Caribbean portfolio of projects. This entails targeted policy and advocacy work with national governments and key regional frameworks/organisations, such as the Organisation of Eastern Caribbean States (OECS), Caribbean Community (CARICOM), Caribbean Biodiversity Fund (CBF), The Nature Conservancy (TNC), to enhance their interest in taking ownership of the [Caribbean Protected Areas Gateway](#) (CPAG) and other resources, processes and results.

In addition, the Policy Consultant will provide the IUCN Caribbean Task Force with technical advice on opportunities for policy positioning and engagement in the Caribbean region, based on IUCN's strategic and thematic priorities within the ORMACC project portfolio.

## **2. OBJECTIVES OF THE CONSULTANCY**

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**2.1. General:** Ensure that governments and regional frameworks adopt adequate and coordinated follow-up actions that will ensure the sustainability of achieved results, particularly under BIOPAMA II after its finalisation at the end of 2024.

## 2.2. Specific:

- Provide targeted political engagement and advocacy support to the CPAG for bridging the science-policy interface on environmental sustainability with national and regional policy/decision makers and frameworks through uptake and application of CPAG tools and services *inter alia*.
- Forge strong partnerships and strengthen opportunities for the CPAG host institution and IUCN to collaborate, through common thematic and strategic priorities and corresponding synergies, with governments, regional mechanisms and leading regional environmental organisations in the Caribbean.
- Provide technical advice to the IUCN Caribbean Task Force on opportunities for policy positioning and engagement for IUCN in the Caribbean region, based on IUCN's strategic and thematic priorities within the ORMACC project portfolio.

## 3. EXPECTED DELIVERABLES

Clearly define the products and their contents to indicate what the consultant is expected to generate (for example, if a study, explicitly state themes, information, etc.).

No.	Deliverable	Description	Delivery Date
1	List of national and regional events and entry points for the CPAG and IUCN Caribbean strategic engagement	List of national and regional events and avenues through which the CPAG and IUCN can promote BIOPAMA II and its thematic and strategic priorities ( <i>example: 4th international conference on SIDS hosted by Antigua and Barbuda; <a href="https://sdgs.un.org/smallislands">https://sdgs.un.org/smallislands</a></i> )	1 month after signing the consultancy contract
2	Assessment report of the Caribbean's policy landscape on environmental sustainability and biodiversity conservation	<ul style="list-style-type: none"> <li>• Assess the Caribbean's policy landscape in relation to environmental sustainability, biodiversity conservation and definition of an exit strategy for BIOPAMA II. This shall include an analysis of the status of implementation of the Global Biodiversity Framework (GBF) in the Caribbean.</li> <li>• Include an analysis of national and regional priorities for environmental management including data and information needs, also those data needs related to reporting obligations that correspond to the GBF, any related emerging issues that may require monitoring, development of corresponding action plans and to which results achieved from BIOPAMA II could support and strengthen synergies with the</li> </ul>	2 months after signing the consultancy contract

		<p>overall Caribbean portfolio of projects.</p> <ul style="list-style-type: none"> <li>Based on this analysis, define the key success factors and partners IUCN should consider toward implementation of the BIOPAMA II exit strategy to ensure long-term sustainability of achieved results.</li> </ul>	
3	<p>One policy-related document addressing current thematic and/or strategic priorities for Caribbean governments and/or regional mechanisms in terms of environmental sustainability and biodiversity conservation</p>	<ul style="list-style-type: none"> <li>Develop, in collaboration with the CPAG, at least one strategic document targeting policy and decision makers that highlights the Caribbean's perspective on key environmental priorities or the stage of implementation of global priorities, and specific recommendations for priority stakeholders on how to address these priorities in the Caribbean.</li> <li>The document shall include, among other topics, specific recommendations on which GBF targets should be prioritised in coming years in the Caribbean, and how to bridge GBF-related data and policy gaps at the regional level.</li> </ul>	<p>4 months after signing the consultancy contract</p>
4	<p>Content for at least 3 policy-related knowledge/communication products to highlight and promote the service offer and added value of the CPAG for informed decision making, as well as the need to strengthen protected areas management at national and regional levels</p>	<ul style="list-style-type: none"> <li>Products shall target public officials involved in the development of the normative and policy framework on environmental sustainability, both at national and regional levels.</li> <li>Final deliverables shall be submitted with applied graphic design, upon approval of the content.</li> <li>This deliverable will entail close collaboration with the CPAG communications officer.</li> </ul>	<p>5 months after signing the consultancy contract</p>
5	<p>Report on status of draft agreements between CPAG (host institution) and key national agencies / institutions for the management and use of environmental data and information</p>	<ul style="list-style-type: none"> <li>Facilitate the establishment of agreements (MoU / data sharing) between key national agencies/institutions and the CPAG host institution for countries defined in collaboration with CPAG team.</li> <li>Submit report to describe the process and progress made in terms of such draft agreements.</li> </ul>	<p>7 months after signing the consultancy contract</p>

6	Final report	<p>Final report that shall include:</p> <ul style="list-style-type: none"> <li>• Summary of progress made towards implementation of the BIOPAMA II exit strategy, identifying key success factors and partners IUCN should continue collaboration with to ensure long-term sustainability of achieved results.</li> <li>• Description and analysis of factors and processes that could limit this sustainability, as well as corresponding recommendations.</li> </ul>	9 months after signing the consultancy contract
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#### 4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

#### 5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

##### 5.1. Activities and programming

Specific objectives	Activities	Month								
		1	2	3	4	5	6	7	8	9
Provide targeted political engagement and advocacy support to the CPAG for bridging the science-policy interface on environmental sustainability with national and regional policy/decision makers and frameworks through uptake and application of CPAG tools and services <i>inter alia</i>	<p>Meetings with IUCN, UWI-CPAG teams to understand current state of country/stakeholder engagement, existing products and services available and pre-determined gaps, needs and opportunities for further collaboration.</p> <p>Define work plan for completing identified consultancy deliverables.</p> <p>Research and identify opportunities where IUCN and CPAG can engage nationally and regionally.</p>									
	Analyse national and regional priorities for environmental management, including data and information needs and any related emerging issues.									

	Guide identification of additional data products and service needs for the CPAG to consider.									
Forge strong partnerships and strengthen opportunities for the CPAG host institution and IUCN to collaborate, through common thematic and strategic priorities and corresponding synergies, with governments, regional mechanisms and leading regional environmental organisations in the Caribbean.	Develop strategic document(s) targeting policy and decision makers relating to current key environmental priority topics, the stage of implementation of global priorities, and specific recommendations for priority stakeholders on how to address these priorities in the Caribbean.									
	Establish relationships with key personnel in national governments, and regional mechanisms to raise awareness of the CPAG's added value and opportunities for targeted engagement.									
	Provide the content for a series of targeted communication / knowledge products to further promote the benefits of the CPAG among key decision makers.									
	Coordinate regular communications with government and regional focal points, providing information, answering queries, etc.									
Provide technical advice to the IUCN Caribbean Task Force on opportunities for policy positioning and engagement for IUCN in the Caribbean region, based on IUCN's strategic and thematic priorities within the ORMACC project portfolio.	Identify key success factors and partners IUCN should continue collaboration with to ensure long-term sustainability of achieved results.  Describe and analyse factors and processes that could limit this sustainability, and provide corresponding recommendations.									

## 5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
1) List of national and regional events and entry points for CPAG and IUCN Caribbean strategic engagement	1 month after signing the consultancy contract	20%
2) Assessment report of the Caribbean's policy landscape on environmental sustainability and biodiversity conservation	2 months after signing the consultancy contract	20%
3) One policy-related document addressing thematic and/or strategic priorities for Caribbean governments and/or regional mechanisms in terms of environmental sustainability and biodiversity conservation	4 months after signing the consultancy contract	10%
4) Content for at least 3 knowledge/communication products to highlight and promote the service offer and added value of the CPAG for informed decision making, as well as the need to strengthen protected areas management at national and regional level	5 months after signing the consultancy contract	10%
5) Report on status of draft agreements between CPAG (host institution) and key national agencies / institutions for the management and use of environmental data and information	7 months after signing the consultancy contract	10%
6) Final report	9 months after signing the consultancy contract	30%

- All products will be paid once delivered to IUCN's complete satisfaction.

-Disbursements will depend on the availability of funds from the donor.

-The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

## 6. TECHNICAL PROFILE

For the development of this consultancy, the following profile is required:

**Academic degree:** A postgraduate qualification in a relevant field such as environmental management, natural resource management, conservation biology, or an ecology or natural science related discipline. Additional qualifications related to policy and international relations is an advantage.

### **Work experience:**

- At least 5 years demonstrated experience in working on national or regional policy-related issues and project implementation;
- At least 5 years work experience in the Caribbean, preferably related to protected area management, governance and equity;
- Experience in interacting confidently with diverse stakeholders including with government officials, regional frameworks and development partners;

- Strong conceptual and research/analytical skills with the ability to quickly analyze data and information from different sources.
- Demonstrated ability to develop policy-related documents from a decision-making perspective;
- Experience with organising and facilitating workshops and training;
- An added advantage will be a good understanding of the following topics:
  - Kunming-Montreal Global Biodiversity Framework
  - the effective management effectiveness and governance in protected areas and available tools
  - regional environmental data and information management processes

**Languages:**

- Fluency in English, both written and verbal. English will be the working language.
- A working knowledge of French and / or Spanish is considered an advantage.

**Core Competencies:**

- **Transparency:** Able to build trust and contribute to informed and responsible decision making by carrying out the assignments in a transparent manner; provides clear guidance to ensure that objectives and desired measurable results are understood by members of the team.
- **Inclusiveness:** Understands and accepts cultural diversity, and provides a tolerant, positive and supportive working environment that fosters respect for diversity, demonstrates ability to work in a multicultural, multiethnic environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.

**Functional competencies:**

- Exceptional attention to detail and organizational skills;
- Skilled at researching and systematizing information for the development of clear and well-written policy documents and communication products;
- Excellent time management and scheduling skills;
- Excellent working knowledge of Microsoft packages and electronic communication tools;
- Highly motivated and results-oriented individual;
- Demonstrated ability to work with limited supervision to prioritize tasking and manage workflow in a high pressure environment and within tight deadlines, and to deliver time-sensitive high-quality work;
- Excellent interpersonal skills and a strong team player with proven communication and diplomacy skills with the ability to work effectively with multicultural and multidisciplinary teams with sensitivity and respect for diversity;
- Willing to travel within the Wider Caribbean region.

## **7. PERIOD AND COORDINATION**

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The duration of the consultancy will be 9 months.

**Form of work (with Unit/Project):** The Policy Consultant will work directly with the BIOPAMA II coordinator for the Caribbean and also periodically coordinate actions with ORMACC's Task Force for the Caribbean. S/he will engage and support representatives from relevant institutions and organisations in the Caribbean. These priority stakeholders will include, among others: the University of The West Indies (UWI), the Caribbean Protected Areas Gateway (CPAG), representatives of national governments, the Organisation of Eastern Caribbean States (OECS), the Caribbean Community (CARICOM), the Caribbean Biodiversity Fund (CBF), The Nature Conservancy (TNC).

**ANNEX 2: LETTER OF INTEREST**

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date \_\_\_\_\_.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature \_\_\_\_\_

Full name of the proposer or legal representative \_\_\_\_\_



**ATTACHMENT 3a – SELF-EMPLOYED PROPOSER**

**DECLARATION in relation to RfP** “Support the IUCN BIOPAMA II Programme’s efforts in policy engagement with national governments and regional frameworks in the Caribbean to contribute to the adoption of adequate and coordinated follow-up actions that will ensure the sustainability of achieved results under the BIOPAMA II Programme” (regional scope, Wider Caribbean Region)

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain my 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.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples’ rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization’s (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

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<Date and Signature>

### ATTACHMENT 3b - For Consulting Companies

**DECLARATION in relation to RfP** “Support the IUCN BIOPAMA II Programme’s efforts in policy engagement with national governments and regional frameworks in the Caribbean to contribute to the adoption of adequate and coordinated follow-up actions that will ensure the sustainability of achieved results under the BIOPAMA II Programme” (regional scope, Wider Caribbean Region)

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the “Organisation”): \_\_\_\_\_

Registered Address (incl. country): \_\_\_\_\_

Year of Registration: \_\_\_\_\_

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the 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.

Where the Proposal includes Personal Data as defined by the European Union’s General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation’s staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples’ rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization’s (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature of authorised representative of the Proposer>  
< Name and position of authorised representative of the Proposer >

**ATTACHMENT 4: HUMAN RESOURCES QUESTIONNAIRE**

**HR Questionnaire for Consultancy Contracts**

**Consultant / Company Name** \_\_\_\_\_

**Country of Residency** \_\_\_\_\_

**Required Checks**

	<b>Yes</b>	<b>No</b>
Are payments linked to deliverables?	<input type="checkbox"/>	<input type="checkbox"/>
Does the consultant have official invoices?	<input type="checkbox"/>	<input type="checkbox"/>

**Required documents**

	<b>Yes</b>	<b>No</b>
Professional insurance/medical insurance policy statement, valid during the project's execution term	<input type="checkbox"/>	<input type="checkbox"/>
Civil responsibility policy: should include at least coverage for physical injuries and/or death of third persons, and coverage for damages to others' property	<input type="checkbox"/>	<input type="checkbox"/>

***The Consultant understands that, in case of answering NO to any of the previous questions, it is his/her responsibility to assume any legal implication or cost that is derived from it to the detriment of IUCN.***

**Other Assignments**

Name other organizations for which the consultant has previously worked for:

Previous assignments with the IUCN (please indicate the last three):

- 1.
- 2.
- 3.

Are you currently working on a consulting with IUCN? If so, please specify the name of the consultancy, the person responsible for the consultancy and the end date.

***For Self-Employed Consultants:***

**Is the Consultant part of one of IUCN Commissions?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please indicate which of the following Commissions:

- \_\_\_\_\_ World Commission on Protected Areas
- \_\_\_\_\_ International Law Commission
- \_\_\_\_\_ Species Survival Commission
- \_\_\_\_\_ Commission on Ecosystem Management
- \_\_\_\_\_ Commission on Education and Communication
- \_\_\_\_\_ Commission on Environmental, Economic and Social Policy

**For Consultant Companies:**

Is the Company/Organization an IUCN Member?

Yes \_\_\_\_\_ No \_\_\_\_\_

Consultant Signature: \_\_\_\_\_

Date: \_\_\_\_\_