



Terms of Reference (ToR)

Consultancy Services to develop the management and action plans of PATARA Special Environmental Protected Area (SEPA) - Antalya, Turkiye

IUCN Centre for Mediterranean Cooperation

Issue Date: 18 January 2024

Closing Date and Time: 5th February 2024, 23:59 (CET)

IUCN Contact :

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PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. 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 1,400 Member organisations and over 15,000 scientists and 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/>

1.2. Summary of the Requirement

IUCN invites interested consultants to submit a Proposal to support on the development of the management and action plan for Patara Special Environmental Protected Area in Antalya, Türkiye. The detailed Terms of Reference can be found in Part 2 of these TORs.

1.3. The procurement processes

The following key dates apply to these ToRs:

ToRs Issue Date	18 January 2024
ToRs Closing Date and Time	9 February 2024, 23:59 (CET time)
Estimated Contract Award Date	20 February 2024

1.4. Conditions

IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing these ToRs. IUCN is under no obligation to accept the lowest priced Proposal or any Proposal. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in these ToRs, Proposers accept the conditions set out in these ToRs.

IUCN requires Proposers to refrain from corrupt and fraudulent/prohibited practices in participating in this procurement. To this end, Proposers must sign the Proposer's Declaration at the end of this document and include it in their Proposal.

Proposers shall permit IUCN to inspect all accounts, records and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by IUCN.

1.5. Queries and questions during the ToRs period

Proposers are to direct any queries and questions regarding the ToRs to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to these ToRs.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. Amendments to ToRs documents

IUCN may amend the ToRs documents by issuing notices to that effect to all Proposers and may extend the ToRs closing date and time if deemed appropriate.

1.7. Proposal lodgement methods and requirements

Proposers must submit their Proposal to IUCN no later than **9th February 2024 23:59 (CET time) by email to yaprak.arda@iucn.org** (with the name of the proposer and reference "Consultancy for Patara SEPA"). Electronic copies are to be submitted in PDF format.

Proposals must be prepared in English and in the format stated in Part 3 of these ToRs.

1.8. Late and Incomplete Proposals

Any Proposal received by IUCN later than the stipulated ToRs closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

1.9. Withdrawals and Changes to the Proposal

Proposals may be withdrawn or changed at any time prior to the ToRs closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the ToRs closing date and time.

1.10. Validity of Proposals

Proposals submitted in response to these ToRs are to remain valid for a period of 90 calendar days from the ToRs closing date.

1.11. Evaluation of Proposals

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of these ToRs.

PART 2 – TERMS OF REFERENCE

2.1. Background

The Mediterranean basin is one of the 36 global biodiversity hotspots, particularly notable for its high level of endemic species ($\geq 28\%$). However, natural ecosystems are degrading and disappearing at a worrying rate in the Mediterranean, subject to various pressures of anthropogenic origin, despite efforts at local, national, regional and international levels to conserve biodiversity. This situation is exacerbated by the effects of climate change, which are already particularly marked in the region and significantly affect ecosystems and populations.

This combined degradation of biodiversity and livelihoods in the Mediterranean demonstrates that these challenges related to global changes (biodiversity extinction, climate change, human health and well-being) are intrinsically linked and should be tackled together. The RESCOM project aims at setting up an innovative mechanism to solve these challenges through the promotion of a more integrated approach to biodiversity conservation, both multi-stakeholder and multi-biome, and the implementation of Nature-based Solutions (NbS), to contribute to a better leaving between ecosystems and populations. The preservation and restoration of natural ecosystems offer effective solutions for mitigating and adapting to climate change and contribute to strengthening the environmental and social resilience of territories.

2.2. Scope of the Consultancy

The consultant will work under the supervision of the designated responsible person from IUCN and T.R. Ministry of Environment, Urbanization and Climate Change - General Directorate for Protection of Natural Assets for the following tasks, activities and deliverables:

- Stakeholder/Community Mapping and Analysis: Detailed analysis of stakeholders/communities that will be involved in the drafting of the management and action plan of Patara SEPA as well as their responsibilities in the implementation and management phases.
- Assessment Phase for the Plans: legislative mandates, scientific studies/reports, needs and gaps, opportunities and threats, risks, strength and weaknesses, community involvement, priority actions, short-mid-long term objectives, etc.
- Drafting and finalization of the Patara SEPA management and action plan to be reviewed and approved by IUCN and T.R. Ministry of Environment, Urbanization and Climate Change - General Directorate for Protection of Natural Assets.

2.3. Key Deliverables and Payment

The consultant will meet on regular basis with the marine team of IUCN-Med to plan and follow up on the execution of the agreed tasks and deliverables. Moreover, participation in meetings with the ministry as well as stakeholders is expected.

To produce each of these deliverables, the IUCN-Med marine team will brief the consultant and provide relevant resources and explanations. However, the consultant is expected to perform some independent research to gain a comprehensive view of the concerned topics.

Key Deliverables and Payment deadlines

Key tasks and deliverables	Deadline and Payment (after signature of contract)
D1. Detailed workplan and methodology for conducting the consultancy	7 working days after signing of the contract 1st Payment
D2. Stakeholder analysis, Needs and GAP assessment report submission	5 th July 2024
D3. Draft submission of the Patara SEPA management and action plan to be reviewed by IUCN and T.R. Ministry of Environment, Urbanization and Climate Change, General Directorate for Protection of Natural Assets	1 st October 2024
D4. Final submission of the Patara SEPA management and action plan to IUCN and T.R. Ministry of Environment, Urbanization and Climate Change, General Directorate for Protection of Natural Assets	20 th December 2024 2nd Payment

*The management and action plan will be submitted in **Turkish** and will be translated to English with the support of a translator that will be designated by IUCN Med.

Beyond the specified tasks detailed in these Terms of Reference, the consultant is expected to demonstrate flexibility in accommodating unforeseen related tasks/activities as they arise.

All final decisions concerning the successful delivery and quality of deliverables will be made by IUCN Centre for Mediterranean Cooperation (IUCN-Med). The consultant shall schedule time in the workplan for reviewing drafts and implementing feedback based on discussions with IUCN-Med.

The maximum budget available for this consultancy is €15,000 (VAT and all taxes incl.)*

* VAT and other taxes are included in the abovementioned amount. IUCN is not acting as a business or professional nature entity for VAT purposes and therefore the consultant should charge in its invoices the VAT or analogous tax accordingly. In case that the consultant is exempt of VAT or equivalent tax in its jurisdiction, it should include a note in the invoice document informing of this issue and mentioning the law that applies

2.4. Supervision and Collaboration

The consultant will work under the supervision of the Marine Programme Officer at IUCN Centre for Mediterranean Cooperation (IUCN-Med). IUCN Med will have the final decision concerning successful delivery and quality of all deliverables. The outline of all deliverables should be agreed with the IUCN-Med team ahead of the work. Consultants should build time for discussion before starting each deliverable and for review and sign-off feedback of the different deliverables.

IUCN-Med will provide contact and facilitate the access to relevant partners to carry out the assignment.

2.5. Timeline

The time span to complete this work will be **six months** starting from the date of contract signature.

2.6. Profile of the consultants

The company/expert(s)/organization involved in this consultancy must have knowledge and experience in stakeholder engagement and analysis, drafting of management and action plans of protected areas, working with local and national authorities. The consultant, especially must have the background, knowledge and experience working in **Turkiye** within the context of Special Environmental Protected Areas, related national and regional legislative frameworks, existing conditions, limits and risks. Knowledge of Nature-based Solutions of IUCN will be an added value.

The consultant must have professional level of written and spoken **English and Turkish**.

Consultants are expected to work closely with the IUCN-Med and be flexible to adapt to changes.

PART 3 – INFORMATION TO BE PROVIDED BY PROPOSERS

By participating in these ToRs, Proposers are indicating their acceptance to be bound by the conditions set out in these ToRs.

Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

Selection criteria

Activity proposals will be evaluated according to the following criteria:

- Proposed methodology and working plan to conduct the tasks of this consultancy
- Team experience
- Examples of previous work
- Financial offer

Each of the following must be submitted as a separate document, and will be evaluated separately.

3.1. Declaration

Please read and sign the Declaration at the end of this document and include this in your proposal.

3.2. Professional CV

Applicants are expected to justify the experience of the team/person

3.2 Financial Proposal

Prices include all costs

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

Applicable Goods and Services Taxes

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

Currency of proposed rates and prices

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in Euros.

Rates and Prices

Proposers are required to submit a fixed and firm price for the total of the services.

PROPOSER'S DECLARATION FOR SELF-EMPLOYED WORKERS

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, including Personal Data as defined by the European Union's General Data Protection Regulation (GDPR). I acknowledge that IUCN is required to retain my 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 reasonably 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.

<Date and Signature>

PROPOSER' DECLARATION FOR COMPANIES

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 reasonably 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 >