



# Request for Proposals (RfP) GEF full-size project preparation : ***Promoting and strengthening effective conservation of the Cantanhez Primary Forests in Guinea Bissau.***

Guinea Bissau Programme, IUCN Office for West and Central Africa Program, PACO

**RfP Reference: IUCN-24-03-P04679-1**

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

## 1. REQUIREMENTS

- 1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

## 2. CONTACT DETAILS

- 2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: André-Marie Tine, Regional Senior Procurement Officer,  
[andre-marie.tine@iucn.org](mailto: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
21 march 2024	Publication of the Request for Proposals
25 March 2024	Deadline for expressions of interest
29 March 2024	Deadline for submission of questions
03 April 2024	Planned publication of responses to questions
19 April 2024	Deadline for submission of proposals to IUCN (" <b>Submission Deadline</b> ")
26 April 2024	Clarification of proposals
03 May 2024	Planned date for contract award

DATE	ACTIVITY
06 February 2025	Expected contract start

- 3.2. Please email the IUCN contact to express your interest in submitting a proposal by the deadline stated below. 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)
- 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) no later than Midnight CET on April 19, 2024, to the following address:

[andre-marie.tine@iucn.org](mailto:andre-marie.tine@iucn.org) cc [procurement-paco@iucn.org](mailto:procurement-paco@iucn.org)

The subject heading of the email shall be [RfP – GEF 8 ProDoc Guinea Bissau\_IUCN-Cantanhez project– bidder name]. The bidder 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. *Eligibility*

- Master's degree on Natural Sciences, Biology, Forestry, Environment conservation/Restoration development strategy and policy, Environment, Geography, Ecology or related sciences.
- Minimum of 10 years' experience working with developing projects on protected areas governance and funding, sustainable land management ecosystems and biodiversity issues, climate resilience and related fields, forestry governance, environment policy, ecological connectivity etc.
- Proven experience with GEF project development;
- Proven experience on developing GEF Child project development;
- Knowledge of the Global Environmental Facility (GEF) policies and procedures, and GEF projects requirements, especially for the GEF Biodiversity Focal Area;
- Strong interpersonal and communication skills; commitment to teamwork and to working across disciplines/with complex issues of climate change and biodiversity, environmental policies, protected areas governance;
- Proven experience in successful preparation of GEF multi-focal area PIF and projects;
- Experience working with IUCN, or any other UN agency considered an asset;

- Previous experience working with the government of Guinea Bissau and its national institutions ruling environment policies is considered an asset;
- Proven experience in the policy development processes associated with environment and sustainable development issues,
- Deep knowledge of Guinea Bissau SNAP.

Overall this experience, the team must have:

- Knowledge of socio-economic context and development sector of Guinea Bissau
- Experience in value chain development (in particular agriculture, ecotourism, natural resources)
- Experience in approaches of inclusive governance and land use management
- Project design and implementation, including monitoring and evaluation experience
- Experience in designing gender-response in forest resources landscapes
- Proven experience in inclusive stakeholder consultation,
- Assessing environmental and social impacts and development of safeguard tools in the context of forest resources explanation, management and conservation projects
- Fluency in English; Portuguese, French is a plus.

#### 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:

	<b>Description</b>	<b>Information to provide</b>	<b>Relative weight</b>
1	Technical approach, methodology and workplan (Understanding of the scope of work)	Description in adequate detail of how the Consultant intends to approach the assignment, the methodology for preparing the deliverables and a justification for the approach described (max 5 pages). Work plan/Gantt chart setting out the activities and tasks identified in the Technical Approach by week and/or month for the duration of the assignment, and showing timing and duration of inputs by subcontractors, if any are used.	40%

2	Demonstrated experience (government agencies, CBOs, and regional governance bodies, etc), and expertise in similar assignments.	Portfolios, reports, websites (GEF/GCF approved projects/programs)	30%
3	Team and personnel qualifications	Short summary of the Consultant's academic qualifications and professional experience relevant to the assignment (maximum 2 pages). Short summary of the relevant qualifications and professional experience of any subcontractors who will be engaged by the Consultant (maximum 2 pages per subcontractor). CVs of the Consultant and the subcontractor(s) (if any). All consultants and subcontractors should meet the eligibility criteria	30%
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 currency].

##### 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. *Technical Evaluation*

5.2.1. *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.

5.2.2. *Minimum Quality Thresholds*

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

5.2.3. *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.

5.3. *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  $80/100 = 80\%$

5.4. *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 and make this available to internal and external auditors and donors as and when requested.

8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your proposal.

## **9. COMPLAINTS PROCEDURE**

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact [procurement@iucn.org](mailto:procurement@iucn.org). Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

## **10. CONTRACT**

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

## **11. ABOUT IUCN**

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

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations

and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

[www.iucn.org](http://www.iucn.org)

<https://twitter.com/IUCN/>

## 12. ATTACHMENTS

### **Attachment 1 Specification of Requirements / Terms of Reference**

#### **ATTACHMENT 1:**

#### **CONSULTANT TERMS OF REFERENCE GEF CEO ENDORSEMENT AND FULL PROPOSAL**

**Project: Promoting and strengthening effective conservation of the Cantanhez Primary Forests in Guinea Bissau**

#### **Background on the project**

Following approval by the 66<sup>th</sup> Council of the Global Environment Facility (GEF) and the Governments of Guinea-Bissau, IUCN will develop the following full-sized project: ***Promoting and strengthening effective conservation of the Cantanhez Primary Forests in Guinea Bissau***

The proposed project, integrating the GEF 8 Child Project on Guinean Forest, will focus on Cantanhez Primary Forests Biome in Guinea Bissau and adjacent landscape in the Republic of Guinea. The geographical area covered by the project is the northernmost point of the Guinean forests in West Africa. It covers 105,767 ha and is characterized by its unique biodiversity and natural resources, including primary forest, mangrove forests, wetlands and diverse wildlife (endemic and/or endangered species), making it an important ecological hotspot. However, the target area faces several systemic challenges that need to be addressed to ensure its long-term sustainability.

The proposed project will address these systemic challenges by implementing effective forest management plans and practices, promoting sustainable agricultural techniques and land use, and enforcing strict regulations against illegal logging. Concretely, the Cantanhez project aim:

- To address environmental and systemic challenges holistically, recognizing that they are interlinked and require a comprehensive solution;
- To strengthen protected area governance;
- To promote sustainable land use in protected and non-protected areas;
- To establish ecological connectivity between protected and non-protected areas both nationally and in neighbouring Guinea;
- To engage all relevant stakeholders and the private sector to support the conservation of Guinea Bissau's primary forests ecosystem;
- To strengthen policies and laws, and align policies and laws at the regional level;
- To establish an integrated approach for forest and resources management including park staff, communities, national and local authorities, and partners;



- To improve the capacities by providing training programs and workshops for park staff, local communities, and relevant government agencies to enhance their skills in natural resource management, conservation techniques, and sustainable development practices;
- To promote continuous monitoring and evaluation mechanisms to assess the effectiveness of key indicators, such as biodiversity conservation, community engagement, and governance practices.

This project is part of a large initiative aiming to conserve Guinean forests biome in Africa and will be funded through the GEF Integrated Program, up to USD 6,666,666 and is expected to mobilize USD 20,000,000 in co-financing. The project preparation grant (PPG) available for this project is up to USD 120,000.

The approved project is presently in the form of concept (Project Information Form - PIF) and can be shared upon request. Following the project approval cycle of the GEF, this PIF must now be fully developed into the following required documents:

- IUCN-GEF Project Document (ProDoc) including all annexes (budget, work plan, M&E plan, procurement plan, co-financing letters, Environment and Social Screening, Environment and Social Impact assessment and Environmental and Social Management Plan)
- GEF CEO Endorsement Request (CEO-Doc).

**The project concept can be requested on demand to the IUCN contact.**

### **Objectives and tasks**

The Consultants who will be awarded this contract will be responsible for preparing the GEF CEO Endorsement request and the Project Document including all annexes required. This will consist on drafting and validating by IUCN, Government of Guinea Bissau (IBAP as executing agency), Stakeholders and GEF the following:

- Baseline scenario analysis: including socio-economic and socio-political analysis, protected areas and forest resources governance, national governance of natural resources, national resources policies, national policies of land use and management, biodiversity and ecosystem analysis in Cantanhez forest ecosystem;
- Gap analysis in protected areas and forest resources governance and proposition of alternative solutions;
- Analysis of National protected areas and forest resources management framework (legal, regulatory, institutional, participation and human resources aspects, sectoral development policies and strategies, strategic development framework, development plans);
- Clear analysis of climate change adaptation needs, strategies and requirements during project implementation;
- Deep analysis of capacities constraints and proposition of alternatives plans and solutions;
- Detailed analysis of key relevant stakeholders and their roles in problems and barriers resolutions;
- Analysis of gender situation and issues related to natural resources use and management, opportunities, risks, participatory processes and barriers;
- Detailed analysis of climate, social and environmental risks in the Cantanhez forest ecosystem;
- Analysis of ecosystem services of the Cantanhez primary forests Biome;

- Identification of potential project partners, including the executing partners, existing projects on the ground and to come, and synergies
- Confirmation of co-financing opportunities
- Mapping of Cantanhez primary forest, identification of critic areas and target communities
- Prepare stakeholder analysis and plan stakeholder involvement for the project; giving due attention to local stakeholders, in particular women, indigenous people and vulnerable groups
- Elaborating the logical framework with disaggregated gender indicators, the theory of change and the baseline for the GEF Core indicators of the project and the Guinean Forest Child Project Core Indicators (ref. [IUCN Gender equality and women's empowerment policy](#))
- Inception workshop for the project preparation phase and other relevant consultations workshops (validation)
- Validation workshop of the project.

Concretely the tasks consist on:

### **Project design**

- Detailed evaluation of the baseline scenario, related activities and projects, including co-financing
- Detailed gap analysis to justify the GEF incremental cost reasoning
- Refinement of the theory of change and logical framework
- Design of project components
- Development of project budget
- Design the institutional arrangement and coordination mechanisms
- Design of the overall project budget and work plan, including a procurement plan
- Detailed risk analysis and mitigation measures
- Develop Gender Action Plan and ensure that the project responds to gender equality objectives
- Prepare a monitoring and evaluation plan, including the establishment of the baseline for the GEF core indicators of the project considering the gender responsiveness,
- Carry out stakeholder consultations to ensure appropriate involvement of relevant stakeholder in project design and document the consultations in an appropriate format
- Carry out field mission in the target area of the project
- Hold a technical validation workshop
- Prepare a stakeholder engagement plan (see respective [Guidance Note](#) for details)

### **Environment and Social Management System ([ESMS](#)) elaboration**

- 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, available on the [ESMS](#) site)
- Identify any Environment and Social risks and develop adequate measure for avoiding or mitigating risks, in consultation with relevant stakeholders and in particular with project affected groups
- Prepare an Environment and Social Management Framework (ESMF) or Environment and Social Management Plan (ESMP) as well as any other safeguard tool depending on the ESMS screening decision
- Coordinate with IUCN ESMS team as appropriate

### **Project team and qualifications**

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

- Biologist and wildlife conservationist: The expert must have an in-depth knowledge of the Cantanhez region's biodiversity and primary forest ecosystems. Its role would be to assess the current state of biodiversity, identify threatened species and propose appropriate conservation measures.
- Expert in Forestry and Natural Resource Management: The expert must have expertise in sustainable forest management with high skills in project design and management strategies that preserve forest ecosystems while meeting the socio-economic needs of local communities.
- Ecologist and Ecosystem Expert: It's role would be to understand the complex interactions within the Cantanhez ecosystems, including the relationships between fauna, flora and the abiotic environment, in order to recommend appropriate conservation actions.
- Specialist in Environmental Policy and Environmental Law: The expert will contribute to the development of policy and legislative frameworks aimed at strengthening the protection of primary forests and improving environmental governance in Guinea Bissau in particular.
- Community Development and Environmental Education Expert: The Expert will work with local communities to promote conservation awareness, build local capacity and develop sustainable development initiatives that reduce pressure on forest resources.
- Cartographer and Geographic Information Systems (GIS) specialist: The Expert will provide spatial data and detailed maps of the Cantanhez region, which is essential for planning and implementing conservation activities.
- Economist and Project Finance Expert: The Expert will help draw up budgets and identify sources of funding for the project, including international grants, public-private partnerships and innovative financing mechanisms.
- Expert in governance/institutional development, in charge of institutional aspects, stakeholder participation

Note that one expert can cumulate two or several competencies between the above listed qualifications.

Overall this experiences, the team must have:

- Knowledge of socio-economic context and development sector of Guinea Bissau
- Experience in value chain development (in particular agriculture, ecotourism)
- Experience in approaches of inclusive governance and land use management
- Project design and implementation, including monitoring and evaluation experience
- Experience in designing gender-response in forest resources landscapes
- Proven experience in inclusive stakeholder consultation,
- Assessing environmental and social impacts and development of safeguard tools in the context of forest resources explanation, management and conservation projects
- Fluency in English; Portuguese, French is a plus.

The team will have to demonstrate a track record of designing successfully projects related to forest resources governance, protected areas governance in the region for at least over the past 5 years, including working with donors such the GEF, GCF, the World Bank and other relevant UN agencies. The team will be constituted in a way to easily fulfil the tasks taking in account the necessity to make consultation in the target area of the project; in this regard, a team with put together international and national experts is highly recommended.

### **Deliverables**

- Baseline study
- GEF CEO endorsement request as per [GEF template](#)
- IUCN project document including all annexes as per IUCN template (upon request)

- i. Project Detailed Budget
- ii. M&E plan
- iii. Work plan
- iv. Procurement plan
- v. ESMS Screening Questionnaire as input to IUCN's ESMS Screening Report
- vi. Environment and Social Impact Assessment (if required by ESMS Screening)
- vii. Environment and Social Management Framework or Plan or other safeguard tools as required by ESMS Screening
- viii. GEF Core Indicators templates
- ix. Preliminary Corubal river basin Areas Maps
- x. Signed co-financing letters
- xi. GEF Operational Focal Point Endorsement Letter
- xii. List of stakeholders consulted during the PPG
- xiii. List of participants to the validation workshop

The deliverables will have to be the result of extensive stakeholder consultations, which will have to be detailed in the consultants' methodology and work plan. This will include inception workshop, extensive stakeholder consultations on sites, and validation workshop(s), to be defined in the consultants' methodology and work plan.

### **Period of consultancy**

The consultancy is expected to commence on 15 May 2024 and follow the tentative schedule<sup>1</sup> below:

Deliverables	Due Date (within the month mentioned from contract commencement)	Payment
<ul style="list-style-type: none"> <li>• First drafting (Literature review/analysis and detailed work plan, stakeholder and gender analysis, strategy for consultations)</li> <li>• Meeting between consultation team and IUCN (feedback; next steps)</li> <li>• Inception workshop</li> </ul>	1 <sup>st</sup> month (	20% (Contract signature)

<sup>1</sup> This schedule can be updated according to the winning bid

<ul style="list-style-type: none"> <li>• Baseline studies (Interviews and data collection in the field),</li> <li>• Draft (0) baseline of the project, logical framework and theory of change, project activities, stakeholder engagement plan, climate risks, confirmation of co-financing, ESMS screening for consultations within IUCN</li> <li>• Incremental/additional reasoning (GEF/LDCF/GCF), climate rationale, paradigm shift, detailed description of project activities, project implementation arrangement, detailed budget</li> <li>• M&amp;E plan and budget, Gender Action Plan (GAP), stakeholder engagement plan, Procurement plan, Risk analysis and mitigation measures, ESMF or ESIA consultation report, ESMP and other safeguard tools</li> </ul>	4 <sup>th</sup> month	25%
<ul style="list-style-type: none"> <li>• Responses to IUCN review and Meeting between consultation team and IUCN for feedbacks</li> <li>• CEO endorsement request,</li> <li>• ProDoc with all required documents,</li> <li>• Final ESMF or ESIA consultation report, other safeguard tools etc.</li> <li>• Draft letters of co-financing</li> <li>• Full submission package</li> <li>• Validation workshop</li> </ul>	6 <sup>th</sup> Month	25%
Submission to GEF Secretariat based on PAAS approval, proposal review meeting	6 <sup>th</sup> Month	10%
IUCN response to GEF Secretariat review and technical clearance (w/ support from consultants)	7 <sup>th</sup> Month	10%
Final submission of the CEO Endorsement	8 <sup>th</sup> month	10%
IUCN approval	9 <sup>th</sup> Month	

### **Duration**

Estimated timeline: 03 May 2024 – 15 February 2025

### **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.

### **Budget and Logistics:**

Through regular meetings defined in a mutually agreed workplan, the PDT will provide support to the consultant, including strategic guidance, facilitating dialogue with key stakeholders, facilitating co-financing inputs, and assisting addressing project issues. When necessary, IUCN may provide logistical support to the consultant, including the hosting of meeting space and facilitating dialogue with the government. Any necessary mission travel must be approved in advance and through written form by the Supervisor.

**Consultancy Proposal Requirements:**

Applicants will be requested to present the following documents in order to be considered for the consultancy:

- Curriculum Vitae and three letters of reference/recommendation.
- Letter of Presentation, detailing relevant experience and suitability for the post.
- Technical and financial proposal, specifying means through which the proponent will deliver products, based on IUCN guidance presented in this RfP. It should include methodological approach and basic work plan and should clearly demonstrate steps to secure local authority/stakeholder involvement in the process.

**Attachment 2 PROPOSER'S DECLARATIONS**

Contract for the provision of

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## 1 ORGANISATIONAL INFORMATION

Name/registered name:	
Legal Status	
Current trading name (if different):	
Registered number:	
Year of registration:	
Country of registration:	
Registered address:	
Telephone:	
Fax:	
E-mail:	
Web-site:	

## 2 CONTACT POINT FOR THIS TENDER

Name:	
Position:	
Telephone Number:	

Email Address:	
Address:	

## 3 HOLDING OR PARENT COMPANY (if applicable)

Name/registered name:	
Previous names / registered names (if different):	
Current trading name:	
Previous trading names (if different):	
Registered number:	
Year of registration:	
Country of registration:	
Address / registered address:	

## 4 REFERENCES

	Client Name, Location, and Date of Execution	Description of the Project and the Work performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				

## 5 STATEMENT

I, the undersigned, being the authorised representative of the above Proposer, hereby declare that the Proposer has examined and accepts without reserve or restriction the entire content of the Request for Proposals (RfP) for the goods/services referred to above.

I confirm that:

- The Proposer is registered on the relevant professional or trade register of the State in which it is established;
- The Proposer is in full compliance with its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of Switzerland and those of the country where the Contract is to be performed;

and that none of the following **Exclusion Criteria** apply to the above Proposer or persons having powers of representation, decision-making or control over it:

- has a conflict of interest in connection with the Contract; (A conflict of interest could arise in particular

as a result of economic interests, family or emotional ties, or any other relevant connection or shared interest.)

- has been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection;
- is bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of res judicata;
- has been guilty of grave professional misconduct;
- has been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity.

I acknowledge on behalf of the Proposer that:

- it is unacceptable to give or offer any gift or consideration to an employee of IUCN as a reward or inducement in relation to the awarding of a contract and that such action will give IUCN the right to exclude a Proposer from the procurement process;
- any direct or indirect canvassing by a Proposer or their appointed advisers in relation to this procurement or any attempt to obtain information from any of the employees or agents of IUCN concerning another Proposer may result in disqualification; and
- any price fixing or collusion with other legal entities in relation to this RfP shall give IUCN the right to exclude the Proposer(s) from the procurement process and may constitute an offence.

I fully recognise and accept that any inaccurate or incomplete information provided in the Proposal may result in its exclusion from this RfP and other future contracts with IUCN.

The Proposer will inform IUCN immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of any resulting Contract.

The Proposer offers to provide the goods/services requested in the RfP on the basis of the following documents, which are submitted as password-protected electronic documents as detailed in section 1.7.:

- Proposer's Declaration (this document)
- Technical Proposal
- Financial Proposal
- Commercial information

This Proposal is subject to acceptance within the validity period stipulated in the RfP (section 1.10).