



Request for Proposals (RfP)

REQUEST FOR PROPOSAL FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES

By IUCN (INTERNATIONAL UNION FOR CONSERVATION OF NATURE)

Location

IUCN Eastern & Southern Africa Regional Office located along Mukoma Road off Magadi Road in Karen, Nairobi, Kenya is the regional headquarters for the countries in Eastern and Southern Africa, with an operating office in Mozambique.

Services

IUCN wishes to source for Medical, Group life/WIBA and General insurance services for its staff based in Mozambique.

RfP Reference: IUCN-24-05-P90276

Welcome to this Procurement by IUCN (International Union for Conservation of Nature). 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: Regional Procurement Department, tenders.kenya@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
7 th May 2024	Publication of the Request for Proposals
10 th May 2024	Deadline for expressions of interest and submission of questions
17 th May 2024	Planned publication of responses to questions
4 th June 2024	Deadline for submission of Proposals to IUCN (" Submission Deadline ")
6 th June 2024	Clarification of Proposals
10 th June 2024	Interviews and presentations
14 th June 2024	Planned date for contract award
1 st July 2024	Expected contract start date

3.2. Please email the IUCN contact to express your interest in submitting a Proposal by the deadline stated above. This will help IUCN to keep you updated regarding the procurement.

4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2) and 1 physical copy submitted to the tenderbox located at the reception of the office. The subject heading of the email and envelop shall be [RfP Reference – description of services being offered- 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 as one PDF document. 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. Failure to follow the instructions your proposal will be disqualified.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

Pre-Qualification Criteria	
1	Company Profile
2	Proof of meeting all legal requirements including company certificate of incorporation PIN, Tax Compliance Certificate. Attach copies
3	Must be registered with Insurance Regulatory Authority for year 2023. A certified copy of the current license must be attached.
4	Evidence of Membership with Association of Mozambique Insurers. A certified copy of current membership certificate must be attached
5	Must be a current member of the Association of Insurance Brokers in Mozambique. A certified copy of current membership certificate must be attached
6	Evidence of a certified copy of Medical Insurance Provider License. A certified copy of the current license must be attached.
7	Proof of having done annual gross premium turnover of MZN 30 million for the year 2023.
8	Must submit a copy of audited financial statements for the last (2) years.
9	Provide proof of having been in the insurance brokerage business for the last ten years
10	3 Letter(s) from proposed underwriter(s) recognizing the insurance broker, addressed to IUCN
11	Experience managing a funded scheme

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:

The technical proposal must include:

The bidder’s understanding of the terms of reference and detailed proposal on how the tenderer will provide the services to IUCN and the modalities of the insurance schemes in relevant categories including, but not limited to:

- Full details of what the various categories of cover provide.
- Full details of what the various categories of cover exclude.
- All the expenses, limits and/or sublimit included in the various covers.
- Member eligibility details and procedures.
- Full details of coverage/ towns where the broker is represented.
- Provider network of hospitals, clinics, doctors, specialists, pharmacies and laboratories with whom the broker works
- Detailed report on case management and how both components of the medical covers will be administered and their procedures.
- Details of periodic management reports e.g. on utilization, trends etc.
- Service performance level guidelines on various items e.g. timeframe for settlement of approved claims to providers, registration of new members, wellness programs etc.

Document review

	Description	Information to provide	Relative weight
1	Must have members of staff with relevant qualifications and experience in insurance matters. Provide CVs of key personnel (potential accounts/relationship managers)	Relevant CV’s	25
2	Must submit recommendation letters from five (5) major hospitals.	Recommendation letters addressed to IUCN	20
3	Must submit 4 recommendation letters addressed to IUCN from clients with whom you have a working relationship showing the premiums, people and number of staffs covered applicable in the year 2023.	Recommendation letters addressed to IUCN	20
4	Full details of what the various categories of cover provide or exclude	Detailed sample cover	35
TOTAL			100%

Only firms who score above 70% in the technical evaluation will be invited for oral interviews

Interview Score

	Description	Relative weight
1	Detailed presentation	25
2	Proposed value adds	20
3	Clarity responding to questions raised	20
4	Methodology	35
5	Total	100%

4.5. *Financial Proposal*

4.5.1. Financial Proposal that shall include all fees chargeable and costs related to the proposed engagement.

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 Proposal.

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 Mozambican currency (MZN).

4.5.5. *Breakdown of rates and prices*

For information only, the price needs to be broken down as follows:

S/No.	Description of Insurance Cover	Total Annual Premiums -
1	Medical Local staff	
2	Medical International staff	
3	Group Life Assurance Scheme	
4	Fire & Special Perils	
5	Burglary	
6	All Risks	
7	Electronic Equipment	
8	Money	
09	Motor Private – Comprehensive	
10	Public Liability	
11	Corporate Travel	
Grand Total (MZN)		

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be considered in the evaluation.

4.7. Your Proposal must remain valid and capable of acceptance by IUCN for a period of 180 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

You may freely withdraw or change your Proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. EVALUATION OF PROPOSALS

5.1. *Completeness*

IUCN will firstly check your Proposal for completeness. Incomplete Proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only Proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

Your Proposal will be assigned a score from 0 to 35 for each of the technical evaluation criteria, such that '0' is low and '10' is high.

5.3.2. *Minimum Quality Thresholds*

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

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your Proposal's overall technical score.

5.3.4. Please note that only firms who score above 70% will be considered for interviews.

5.3.5. A separate score out of 100% will be awarded for the interviews as described in section 4.4 above. The interviewed bidders will receive a *Final Technical Score* calculated as the average between the Technical Score and the Interview Score.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your Financial Proposal.

Thus, for example, if your Financial Proposal is for a total of CHF 100 and the lowest Financial Proposal is CHF 80, you will receive a financial score of $80/100 = 80\%$

5.5. *Total Score*

Your Proposal's total score will be calculated as the weighted sum of your final 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 $83 * 50\% + 77 * 50\% = 41.5\% + 38.5\% = 80\%$.

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 3.1 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.
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- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).
- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your Proposal which parts of the goods/services are provided by each partner or sub-contractor.
- 7.5. Each bidder shall submit only one Proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a Proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one

Proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the Proposals with the bidder's participation to be disqualified.

7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:

- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your Proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

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

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. 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. The successful bidder will be awarded a one-year contract renewable subject to performance and funding to a maximum period of 3 years.

11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together. Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership

enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development. Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

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

12. ATTACHMENTS

Attachment 1 *Terms of Reference*



**REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS
FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES**

By

IUCN (INTERNATIONAL UNION FOR CONSERVATION OF NATURE)

Introduction

IUCN (International Union for Conservation of Nature) is the world's oldest and largest global environmental organization, with more than 1,200 government and NGO Members and almost 11,000 volunteer experts in some 160 countries. IUCN's work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world. IUCN helps the world find pragmatic solutions to our most pressing environment and development challenges.

Location

IUCN Mozambique Country Office (MCO)

Services

IUCN wishes to source for insurance brokerage services and is requesting for proposals from well-established insurance brokerage firms registered in Mozambique to submit proposals for provision of medical, GLA/GPA/WIBA and General insurance schemes. The Insurance Broker shall submit various options for the below schemes. It is noted that the medical scheme will cover staff based in Mozambique.

- Self-funded outpatient medical cover for local staff
- Insured inpatient medical cover for local staff
- GLA/GPA/WIBA insurance for all staff
- General Insurance
- Travel Insurance
- Public Liability

Mandatory Qualifications

Insurance Broker's Mandatory Qualifications

- Detailed company profile complete with organogram.
- Proof of meeting all legal requirements including Company Certificate of registration given by Mozambique competent authorities
- Provide a valid license from Mozambique Central Bank
- Provide a valid Mozambican Social Security clearance certificate.
- Provide a valid Mozambican tax clearance certificate.
- Provide a valid NUIT certificate.
- Must be registered with Insurance Regulatory Authority (Mozambique Central Bank) and a copy of valid license attached.
- Evidence of Membership with Mozambique Insurance Brokers Association
- Evidence of professional indemnity cover (minimum of MZN 50 million)
- Proof of having done annual gross premium turnover of MZN 30 million for the year 2023.
- Must submit a copy of audited financial statements for the last (2) years.

Technical Requirements

- Must have members of staff with relevant qualifications and experience in insurance matters. Provide CVs of key personnel (potential accounts/relationship managers)
- Provide proof of having been in the insurance brokerage business for the last ten years.
- Must submit recommendation letters from five (5) major hospitals.
- Must Submit recommendation letters addressed to IUCN from clients with whom you have a working relationship showing the premiums, people and number of staffs covered applicable in the year 2023.
- Letter(s) from proposed underwriter(s) recognizing the insurance broker, addressed to IUCN.

Underwriter's Mandatory Qualifications

- Company Profile
- Proof of meeting all legal requirements including company certificate of registration, NUIT, Tax Compliance Certificate.
- Must be registered with Insurance Regulatory Authority for the current year and a copy of current license be submitted
- Membership with Association of Mozambique Insurers
- Evidence of reinsurance
- Must be a state member of Association of Mozambique Insurers.
- Must be registered under Mozambique Health Insurers Association.
- Proof of having done annual gross premium turnover of MZN 240 million for the year 2023.
- Must have paid up capital of at least MZN 48 million.
- Must submit a copy of audited financial statements for the last (2) years.
- Must have members of staff with relevant qualifications and experience in insurance matters and give the CVs of key personnel.
- Must submit recommendation letters from five (5) major hospitals
- Must submit recommendation letters from clients with whom you have a working relationship showing the premiums, people and number of staffs covered applicable in the year 2023.

Scope of Work

- The broker will be committed to providing comprehensive information and guidance to ensure that company risks exposure is managed and minimized.
- Regular contract management, identifying & assessing the risks of the company, and reporting to IUCN.
- Pre-sale due diligence includes assessing needs, obtaining quotes, and making recommendations on the best coverage. Depending on the property being insured, this might include performing an insurance valuation, taking photographs, or obtaining an inspection report.
- Collaborate actively with the user department and procurement unit in the preparation of the Tender documents as well as in the preliminary analysis of the offers.
- Participate actively in the negotiation of insurance contracts and their implementation by providing advice and proposing possible amendments when necessary.
- Ensuring claims are fairly handled, brokers make a positive difference to the insured' s pay-out from the insurer in a substantial number of claims.
- Establish, follow up and achieve a successful conclusion of the claims records from the statement until settlement.
- Being on the alert for material changes that can affect the insurance of true values, validity of policies, and recommending appropriate guarantees changes.
- Providing administrative follow-up such as mortgagee changes, certificates of insurance.
- Offer guarantee or insurance coverage best suited to the realities of the business and all other actions in favor of the procuring entity.
- Assist in drafting contract & contract negotiation,
- Assist in the declaration of accidents, follow-up of the claim until the settlement or repair for the damage is made.

- Monitor the schedules, notify the customer two months before the expiry of the contracts, and remind the customer one month before the expiry of the contract.
- Carrying out any other activity related to the insurance portfolio on behalf of the client.
- Inform the customer of the tariff applied on the insurance market and any other information on insurance.
- Negotiate premium rates or discounts, the extent of the coverage, reduction of exclusions.
- Providing administrative follow-up and all paperwork.
- Offer guarantee or insurance coverage best suited to the realities of business.
- Intervene if necessary whenever there are difficulties in the claim settlement.
- Request for exceptions to the claim compensation.
- Being on the alert for material changes that can affect the insurance of true values, validity of policies, and recommending appropriate guarantee changes.

The population details to be considered are as follows:

MEDICAL INSURANCE

Family Size	No of Families - Mozambique
M	1
M+ 1 Count	1
M+ 2 Count	3
M+ 3 Count	5
M+ 4 Count	7
M+ 5 Count	6

GROUPLIFE/WIBA COVER

Country	No. of Staff	Monthly Salaries
MOZAMBIQUE	13	MZN– 3,080,000

GENERAL INSURANCE

Policy	Details	Estimated Values
Fire & Special Perils	Buildings Furniture & Fittings	See the attached FA count
Burglary	Furniture & fittings	See the attached FA count
All Risks	Office equipment and fittings	See the attached FA count
Electronic Equipment		See the attached FA count
Money	Cash in the safe Cash in transit	See the attached FA count
Motor Private – Comprehensive	3 VEHICLES	6,939,800.00

TRAVEL INSURANCE

Cooperate Travel Cover	Mozambique Office staff only	3
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MINIMUM BENEFITS

Inpatient Minimum Benefits	Outpatient Minimum Benefits	GPA/WIBA/GLA Minimum Benefits	General Services	General Insurance
Age Eligibility	Smart Card Operations	Death Benefit	24hr call center	
Bed Type	Outpatient -HIV/AIDS, STDs, Chronic and Pre-existing conditions	Permanent Total Disability	Emergency Service Unit	
Pre-existing, Chronic & HIV Conditions:	Ante-natal and Post-natal	Temporary Total Disability	Smart Card operations	
C- Section	Specialist consultation fee	Medical Expenses	Employee Assistance Program /Workplace Program /Chronic Disease Management	
Maternity & Maternity Complications	Nutritional supplements	Last Expense (Principal Member)	Member Education	
Congenital Conditions	Baby vaccines (KEPI and baby friendly)	Last Expense (Spouse)	Periodical reporting and briefings	
Counselling & Psychiatric treatment	Travel vaccines	Critical Illness	Turnaround	

Inpatient Non-Accidental Dental Cover	Medical checkup - annual	Bereavement Assistance Program	Claims Records	
Inpatient Non-Accidental Optical Cover/ Ophthalmology	Fertility and FP services	Free Cover Limit	Waiting period	
Lodger Fees	External hearing aids & other appliances	Profit Share	Geographic footprint (including East Africa) /Provider list	
Overseas treatment	Circumcision	Repatriation	Clear articulation of exclusions	
Post Hospitalization	Overseas treatment		Other Offerings	
External appliances	Dental		Age Capping for dependents	
Chiropractor	Optical		Flexibility for individual top ups	
Last Expense (All members)			Parent-sibling covers	
Cancer Management (e.g. stem cell)				
Emergency evacuation /Emergency Units				

ADDITIONAL BENEFITS

- 24hr Call Centre
- Active Qualified Case Managers
- Free Employee Assistance Program Services with a 24hr functional counselling Centre in Mozambique
- Medical Education health talks along emerging medical issues
- 1 Free Family Medical Camp per annum
- Management reports- Utilization and Trends.
- Member statements- Utilization.
- Updates on trends in the Medical sector.
- Education- Policy Interpretation/ Advice.

Attachment 2 *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*

DECLARATION OF UNDERTAKING in relation to RfP <insert RfP reference>

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 then 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 >