Statement of Requirements for the IUCN World Protected and Conserved Areas Congress 2027 – Phase 1

The following Statement of Requirements outlines the needs and guidance for entities wishing to be considered in the selection process for hosting the IUCN World Protected and Conserved Areas Congress 2027.

Phase 1 of the selection process

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Contents

A. About the Union **3**
The IUCN **3**
The IUCN Council **4**
B. About the IUCN World Protected and Conserved Areas Congress **4**
IUCN World Protected and Conserved Areas Congress 2027 ..... **4**
Objectives of the IUCN World Protected and Conserved Areas Congress 2027 ..... **6**
Organisation and Governance of the IUCN World Protected and Conserved Areas Congress 2027 ..... **7**
C. Benefits linked to hosting the IUCN World Protected and Conserved Areas Congress **11**
D. Selection process **11**
E. Phase 1 requirements **13**
1. Venue requirements 13
2. High level criteria: 16
3. Quality of the submission: 20
Appendix I - Guidelines for submission for a Proposal for Phase 1 ..... **21**
1. Submission of a Proposal to express interest. 21
2. Rules of submission 24
Appendix II - Code of Conduct for the selection process **27**
1. Obligations of Host Candidates 27
2. Obligations of IUCN Council, Commissions and Secretariat 27
Appendix III - Sample Budget **29**
Appendix IV – Congress accommodation estimates **33**

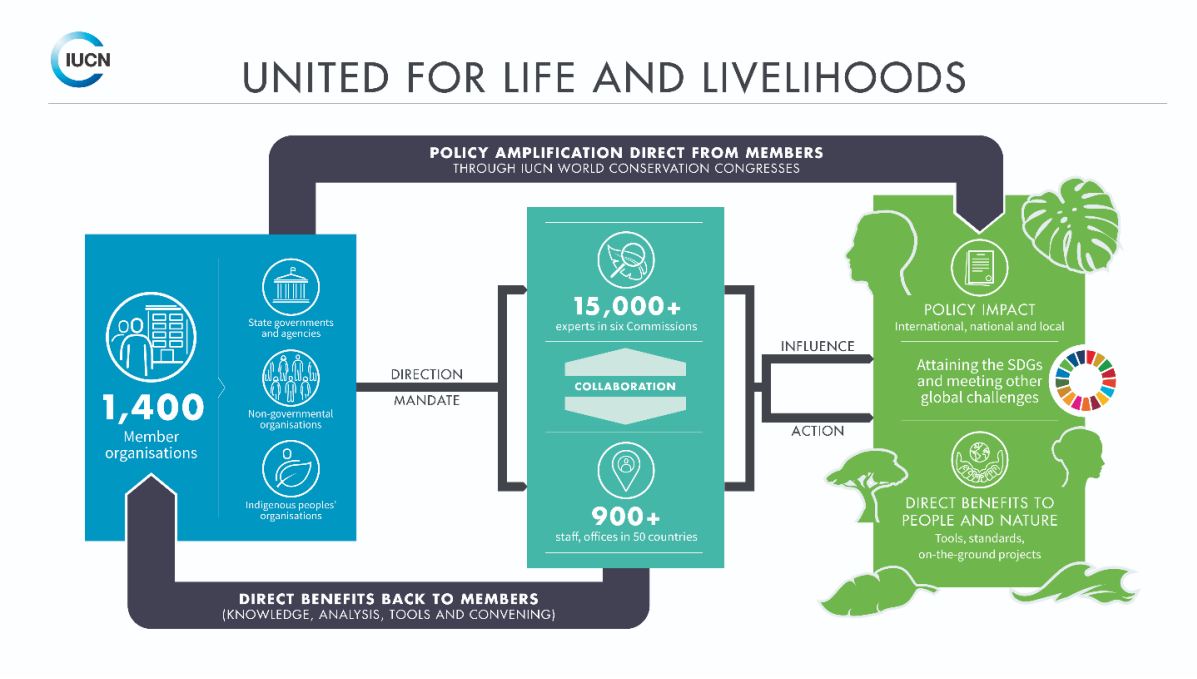
A. About the Union

The IUCN

IUCN, International Union for Conservation of Nature and Natural Resources ("IUCN")[1] , 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 900 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 1,400 Member organisations[2] , are represented by the IUCN Council, and some 15,000 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 people 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] Watch our IUCN 70th anniversary video.

[2] To have an overview of our current membership visit the following link: https://www.iucn.org/our-union/members/members-directory

The IUCN Council

The IUCN Council is the principal governing body of the Union in between sessions of the IUCN World Conservation Congress[3], the general assembly of its Members and the main decision-making body of the Union.

The Council is responsible for the oversight and general control of all the affairs of IUCN, subject to the authority of the IUCN World Conservation Congress.

The Council is composed of:

- The President
- The Treasurer
- The Chairs of IUCN's seven Commissions[4]
- Regional Councilors from each of IUCN's eight Statutory Regions (Africa, Meso and South America, North America and the Caribbean, South and East Asia, West Asia, Oceania, East Europe, North and Central Asia and West Europe)
- A representative of IUCN's Host Country – the Swiss Confederation, and
- Up to five additional Councilors chosen by Council on the basis of diverse qualifications, interests and skills.

The elected members of the Council hold office from the close of each IUCN World Conservation Congress to the close of the next ordinary session of the Congress (usually four years later). At the request of IUCN Secretariat, the Programme and Policy Committee of Council (PPC) may provide guidance and advice on the organisation of the IUCN World Protected and Conserved Areas Congress.

B. About the IUCN World Protected and Conserved Areas Congress

IUCN World Protected and Conserved Areas Congress 2027

A definitive global event to help secure fair and effective nature conservation for the planet.

The IUCN World Protected and Conserved Areas Congress (IUCN WPC), is a landmark global forum which is held approximately every ten to twelve years. It has multiple purposes and outcomes but principally sets the global agenda for conservation involving the world's protected and conserved areas. Formerly known under various names, including IUCN World Parks Congress, World Conference on National Parks, World Congress on National Parks and Protected Areas, the naming of this event builds on the direction provided by the Promise of Sydney to specifically include both protected and conserved areas as reflected also in the Kunming-Montréal Global Biodiversity Framework, where "Parks" is no longer an adequate descriptor.

Sixty-five years since the inaugural World Conference on National Parks event took place in Seattle, USA in 1962, the next Congress will take place in 2027 (WPC2027). The WPC2027 will convene an inclusive and diverse set of local and global voices in support of fair and effective area-based conservation.

[3] The IUCN World Conservation Congress is held every four years and has two main components: the World Conservation Forum and the IUCN Members Assembly. As such it is both an important international conservation event and also the main governing body of the IUCN. Since the IUCN World Conservation Congress 2020, the event also hosts an Exhibition allowing for general participants attendance. The next IUCN World Conservation Congress will take place in Abu Dhabi from 9 to 15 October 2025.

[4] Species Survival Commission (SSC), World Commission on Protected Areas (WCPA), World Commission on Environmental Law (CEL), Commission on Ecosystem Management (CEM), Commission on Education and Communication (CEC) and Commission on Environmental, Economic and Social Policy (CEESP), Climate Crisis Commission (CCC).

The WPC2027 event will be developed to address key challenges, recognise progress and success, and propose solutions to meet global targets and sustain successful outcomes for both people and nature beyond 2030.

The event is mandated through a specific IUCN Members' Resolution (World Conservation Congress 2020 Resolution 104) and will be coordinated by the IUCN Secretariat under the oversight of the Director General.

Since 1962, six editions of the Congress have provided essential policy and technical guidance on protected and conserved areas governance, design and planning, management, and sustainable development outcomes. This has contributed to the evolution and development of the area-based conservation movement worldwide. IUCN WPCs have helped the international community define a road map for the future of society's primary area-based biodiversity conservation measures.

The most recent Congress, the IUCN World Parks Congress 2014 held in Sydney, Australia, brought together over 6000 delegates from more than 170 countries, comprising protected area experts and practitioners, representatives of Indigenous Peoples and Local Communities' organisations, IUCN Members from both Government and Civil Society, and the private sector. This represented the largest gathering of protected and conserved area experts in history. Delegates reviewed global status and trends in protected areas governance and management, and examined and discussed the challenges and opportunities for the coming decade through the impactful 'Promise of Sydney' and its commitments.

The IUCN WPC2027 will seek co-design and co-delivery of the Congress in an inclusive manner with all stakeholders, including representatives of Indigenous Peoples' organisations and local communities with the support of IUCN Members, Commissions and partners. The event will be hosted by a national / sub-national government or consortium.

The design of the Congress will ensure broad and equitable participation, building on lessons from digital conferences and virtual convenings, to ensure a full blend of participation and networking with technology-enabled access and engagement. This will maximise global reach and inclusiveness, while minimising the carbon footprint.

IUCN WPC typically includes an opening ceremony and reception led by high-profile Congress Patrons (former luminaries include the Nobel Laureate Nelson Mandela, and Queen Noor of Jordan) and have welcomed delegates to the congress through presenting what they believe are the key challenges to be addressed by the Congress. The Sydney Congress was held over eight days (not including set-up time). For WPC2027, IUCN intends to structure the programme around six to seven days of plenary sessions, workshops, side events and exhibitions. Additional field trips are normally scheduled at an appropriate time before or after the Congress.

There are typically more than 150 workshops and 200 side meetings organised under a core number of major themes.

IUCN hopes to maintain a simple format for the WPC2027 with engagements and events geared to maximise participation and interaction, and offering opportunities for learning, exchange, and more free time for informal networking during the Congress.

Plenary sessions will be held in a venue able to accommodate all delegates, with simultaneous interpretation provided by the host in the three official IUCN languages of English, French and Spanish (at a minimum - interpretation in the host language may also be provided).

Workshops of between 100 to 200 people will be held in smaller rooms at the venue. This programme will be complemented by indoor and possibly outdoor exhibitions. Hybrid participation, where feasible, will be a key factor to help provide equitable access and maximise participation for certain formats and event settings.

IUCN envisages welcoming an estimated 5,000 to 6,000 participants for the IUCN WPC2027. A large proportion of delegates will be drawn from the IUCN Membership, expert IUCN Commissions, Indigenous Peoples and Local Communities' organisations, Youth networks and the host's conservation actors and agencies, as well as general participation by the public. Based on previous IUCN WPCs it is expected that participants will include government ministers, politicians, protected area agency staff, protected area managers, representatives of Indigenous Peoples and Local Communities, small and large NGOs, scientists, and exhibiting organisations. A number of IUCN staff members will also be expected to attend, together with representatives from the private sector, partner organisations and foundations. Public participation, mainly for the exhibitions, would be made available through issue of daily passes.

The Congress will generate substantial national and global media interest, with on-site press conferences generating significant coverage by a global journalist following. Approximately 150-200 journalists should expect accreditation to attend all Congress sessions. Communications and media relations, including social media and online participation is an important part of the planning of WPC2027 to make the best possible use of the attention created by the congress.

The WPC2027 is expected to deliver a number of key outcomes that will set the agenda for the future of the world's protected and conserved areas. At the 6th IUCN WPC2014, this included the 'Promise of Sydney' commitments, which over the past decade have led to significant advances in protected areas policy and practice, including pre-empting the key elements of the new Global Biodiversity Framework and its '30x30' ambitions.

Many substantial commitments were made following past IUCN WPCs to strengthen area-based conservation nationally and globally, with pledges of financial assistance to support existing protected and conserved areas and to promote, establish or recognise new protected areas following international best practice and inclusive conservation approaches.

Objectives of the IUCN World Protected and Conserved Areas Congress 2027

Past WPCs have been convened to:

- Review the global status of protected areas and assess critical issues and opportunities.
- Articulate a long-term collective vision and deliver a series of global policies and recommendations on protected areas for the next decade and beyond.
- Provide a technical focus for professionals working on protected areas to exchange best practice and facilitate networking.
- Focus on protected areas of the host region and develop a range of lasting initiatives for these.

The specific scope and themes for the WPC2027 will be defined by the International Steering Committee of the WPC2027 once the host country has been selected, when key themes for the event will be further elaborated. However, the context is clear:

- 2027 is projected for an unavoidable 1.5-degree **global temperature increase.**
- In 2027 the world will be on a **countdown to 2030**, and the delivery of the UN Sustainable Development Goals and Global Biodiversity Framework Targets, especially '30x30' ambitions.
- By 2027 **biodiversity loss** must be demonstrably slowed and halted if we are to achieve a net recovery and gain from 2030.
- Protecting the **oceans** is a global priority, and 2027 will provide an early milestone to gage efforts since the UN High Seas Treaty, and to focus on the urgent need for more and better ocean and marine conservation.
- **Freshwater biodiversity** conservation is a global priority, and 2027 will allow a stock-take of the status of freshwater systems, rivers, and wetlands within countries' protected area systems.

- By 2027, we must ensure that progress is made on recognising and supporting conservation efforts made by Indigenous Peoples and Local Communities as a key contribution to planetary resilience.

The WPC2027 will likely adopt key themes and frame dialogue and exchange around several strategic topics, such as the roles of:

- **People and communities** advancing successful area-based conservation.
- **Policy and commitments** to enable inclusive and effective protected and conserved areas.
- **Sites and systems** in providing ecological connectivity as well as ecosystem health, recovery, and integrity, across landscapes and seascapes.
- **Technology and innovation** in enhancing our capacity to deliver connected, coherent, and scaled-up conservation action.
- **Finance and investment** in supporting diverse actors and approaches to deliver impact for people and the planet.

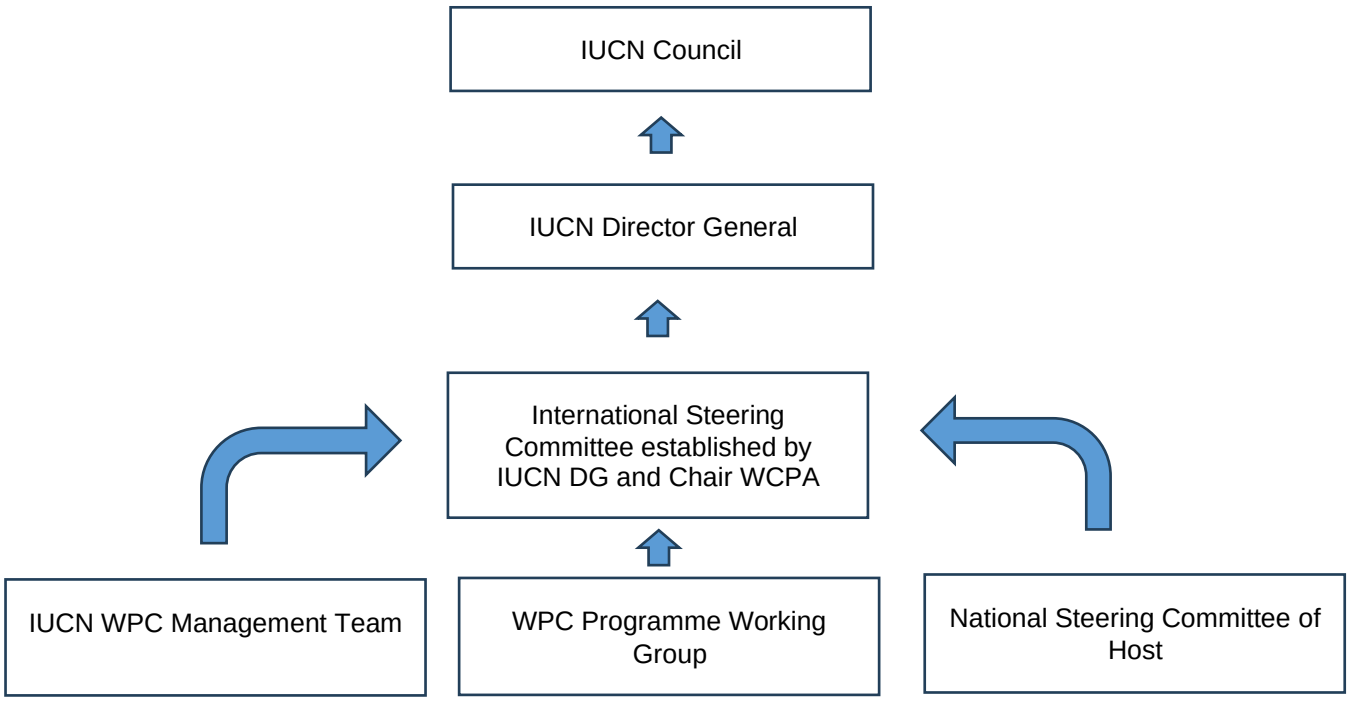
Organisation and Governance of the IUCN World Protected and Conserved Areas Congress 2027

Overview of WPC2027 Governance

The IUCN Director-General is mandated to ensure that the WPC2027 is a central feature in the IUCN Programme, and the IUCN Council has oversight of the preparations and convening of the WPC2027.

More specifically, IUCN Resolution WCC-2020 Res 104 4. **requests** the Director General and the Chair of WCPA to establish, at an appropriate time, an International Steering Committee to determine the theme and scope of the event; and **invites** the Council, Members, Commissions, and partners of IUCN to support the preparation and delivery of the next IUCN WPC.

An overview of the organisation and governance arrangements for the WPC is given below.



For all previous IUCN WPCs, the IUCN Council has been kept informed regarding the strategic direction and organisation of the event and guidance has been requested on issues such as the programme and outputs.

The IUCN WPC's outputs may contribute significantly towards shaping the IUCN Programme and in influencing the IUCN constituency and international policy on key protected and conserved areas issues.

For example, the Message from Durban (WPC2003) to the CBD substantially influenced the content of the CBD Programme of Work on Protected Areas, and the Promise of Sydney (WPC2014) was reflected in IUCN Resolutions, the IUCN Programme, and was an important contribution to the eventual adoption of the Kunming-Montréal Global Biodiversity Framework.

The conclusions and recommendations of the WPC2027, which may include recommendations to IUCN and/or to third parties, are approved by acclamation and will be conveyed to the IUCN President and Council at the Closing Plenary of the WPC for consideration, and/or onward transmission to third parties. The process for developing, agreeing, and making recommendations is determined by the International Steering Committee.

Composition of the International Steering Committee (ISC)

The Memorandum of Agreement between IUCN and the host will make provision for the establishment of the ISC which is to be established by the IUCN Director General and the Chair WCPA. As the WPC is an IUCN-wide event, the International Steering Committee (ISC) shall include a balanced representation from the IUCN Secretariat leadership, IUCN Commissions, principally WCPA, and the host, to ensure that the views of all these groups are adequately considered in the WPC design, implementation, and follow-up.

Functions of the ISC

The main functions of the (ISC) are to:

- Steer and monitor the implementation of the Agreement between IUCN and the Host for convening the IUCN WPC.
- Propose the design, theme, and scope of the IUCN WPC.
- Recommend the approval of the IUCN WPC Budget to the Director General.
- Provide recommendations to the IUCN Director General regarding the structure and membership of sub-committees to the ISC as necessary to fulfil its functions.
- Ensure IUCN Resolutions relating to IUCN WPC are fulfilled, as well as those Resolutions calling on IUCN to ensure inclusive design and leadership.
- Approve the overall IUCN WPC Programme, including Opening and Closing Ceremonies and all high-level components.
- Approve the fundraising plan, including clear responsibilities of IUCN and the host, and coordinated approaches to partners and donors.
- Approve the IUCN WPC communication plan, and crisis communications strategy.
- Approve a risk assessment and management policy.
- Oversee the delivery of WPC2027 outputs.
- Report periodically, through the ISC Co-chairs, to the IUCN Director General, the IUCN Council and the WCPA Steering Committee.

WPC2027 Programme at a Glance

There is a high degree of flexibility in shaping the programme and format for the WPC2027, to reflect the global context and timing, host value-proposition, and to address the agreed objectives of the event. IUCN will seek to work closely with the Host in determining the programme and shape and feel of the WPC2027.

For information the WPC2014 Programme included the following elements:

Streams

1. Reaching Conservation Goals
2. Responding to Climate Change
3. Improving Health and Well-being
4. Supporting Human Life
5. Reconciling Development Challenges
6. Enhancing Diversity of Governance
7. Respecting Indigenous & Traditional Knowledge and Culture
8. Inspiring a New Generation

Cross Cutting Themes

- Capacity Development
- Marine
- New Social Compact
- World Heritage

Pavilions

- Ocean+
- Protected Planet
- Nature-Based Solutions
- Conservation Finance
- Business & Biodiversity
- WIN & Pacific

Special Events

- World Leader's Dialogues
- Congress Events
- Planet Fest
- Excursions

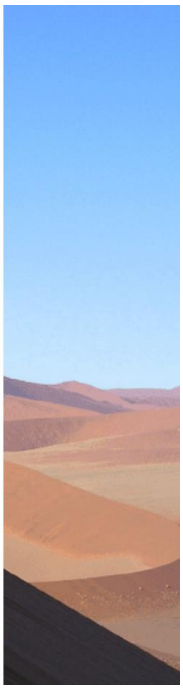
Capacity Development Room Sessions

Ceremonies

Plenaries

ePosters

- Touchscreen 1
- Touchscreen 2
- Touchscreen 3
- Touchscreen 4
- Touchscreen 5
- Touchscreen 6



For additional information, a sample programme on the following page illustrates:

- Four days of Plenary Sessions.
- Three days of Workshops
- Two days field trips or capacity building short courses.
- A series of Special Events, Side Meetings and Parallel Events

An example IUCN WPC Programme layout

	Day – 5	Day – 4	Day - 3	Day -2	Day -1 (at the venue)	Day -1 Field Trips & Short Courses OPTIONAL (outside the venue)	Day 1	Day 2	Day3	Day 4	Day 5	Day 6	Day 7	Day 8 Field Trips & Short Courses OPTIONAL (outside the venue)	Day 8 (at the venue)
Plenary Hall (opening/closing ceremonies, sessions)				Set Up	Set Up		In Use	In Use	In Use				In Use		Dismantle
Workshop Rooms (Parallel Workshop Streams & Side Meetings)				Set Up	Set Up					In Use	In Use	In Use			Dismantle
Posters				Set Up	Set Up		Posters Operational								Dismantle
Exhibition Space			Set Up	Set Up	Set Up		Exhibition Space Operational								Dismantle
Offices (Private and Executive)	Set Up	Set Up	Set Up	Set Up	Operational		Private / Executive Offices Operational								Dismantle
Media Centre		Set Up	Set Up	Set Up	Operational		Media Centre Operational								Dismantle
Press Conference Room		Set Up	Set Up	Set Up	Operational		Press Conference Room Operational								Dismantle
VIP Room				Set Up	Set Up		VIP Room Operational								Dismantle
Internet Cafe					Set Up		Internet Cafe								Dismantle
Registration Area		Set Up	Set Up	Set Up	Operational		Operational	Operational	Dismantle						Dismantle
Special Events / Reception Room			Set Up	Set Up	Set Up		Special Events Room Operation Reception Room Operational – *Could be off venue*								Dismantle
Side Meeting Rooms				Set Up	Set Up		Side Meeting Rooms Operational								Dismantle

C. Benefits linked to hosting the IUCN World Protected and Conserved Areas Congress

Hosting the WPC2027 presents a unique opportunity for a national / sub-national governments or consortia to assert their leadership on global environmental and sustainability issues by showcasing national and local conservation programmes and activities, emphasizing their linkages to other sectors of government and the economy. This platform not only highlights the interconnectedness of conservation efforts but also catalyses campaigns to address nature-related challenges, mobilising civil society, businesses, and government agencies towards collective action.

Hosting the WPC2027 facilitates partnership and collaboration opportunities, fostering new alliances between governments, NGOs, Indigenous Peoples and Local Communities, and other stakeholders. Grounded in mutual respect and shared goals, these partnerships promote inclusive and equitable conservation outcomes, with local voices being elevated and respected in decision-making processes.

As the calendar advances towards 2030, and the realisation of significant Sustainable Development Goals and Global Biodiversity Framework Targets, including '30x30', the event host will benefit from global visibility for their biodiversity conservation commitments, achievements, vision, and leadership.

The event offers opportunities for exchange and recognition, promoting mutual understanding, respect, and appreciation for cultural diversity. The WPC2027 can serve as a vehicle for capacity building and empowerment, equipping practitioners with the skills, knowledge, and resources necessary for effective engagement in conservation. Indigenous leaders and organisations can strengthen their agency in safeguarding territories and cultures while advocating for their rights and interests through tailored workshops, exchange sessions, and networking opportunities.

Moreover, by promoting sustainable tourism, including for locally grounded businesses, the event contributes to local development and enhances resilience, stimulating economic and social development for the host.

D. Selection process

The selection process consists of three distinct phases to allow candidates ample time to submit their proposals and provide IUCN with the appropriate elements to make an in-depth evaluation prior to announcing its decision.

This Statement of Requirements ("SoR") is to help interested national / sub-national governments or consortia ("Candidates") to prepare a bidding document ("Proposal") for Phase 1 of the selection process for the hosting ("Hosting") of the IUCN World Protected and Conserved Areas Congress 2027 (the "Congress").

Phase 1 – interested national / sub-national governments or consortia ("Interested Parties") are invited to express interest in hosting the Congress by submitting a Proposal for Phase 1, explaining how they meet the Requirements outlined in Section E. Only Candidates meeting all Requirements will be invited to participate in the second phase of the selection process, and to submit a full written Proposal ("Full Proposal"). Any Proposals that do not meet all Requirements will be discarded.

Phase 2 – IUCN will send a detailed Statement of Requirements for the Congress to all Candidates retained after Phase 1 and invite them to an information session to enable them to best prepare their Full Proposal including guarantee letters in time for the deadline. Final Candidates will be selected based on the analysis of the Full Proposal.

Phase 3 - IUCN will carry out site inspections to the countries / cities of the Final Candidates and re-rank Full Proposals based on updated Full Proposal submissions, site inspections and risk assessments. The Finalist will be selected, and the draft hosting agreement will be negotiated prior to the final decision. All Candidates are required to adhere to the Code of Conduct as presented in Appendix II throughout the entire process.

Table 2 Timeline

PHASE 1 – Statement of requirements (SoR)	06 June 2024	Invitation to participate in selection process for the IUCN World Protected and Conserved Areas Congress 2027. ***Note:*** *Interested Parties wishing to receive further information on the selection process should kindly indicate their interest to* WPC@iucn.org, *providing the email address and focal point name to include in the distribution list* ***before 3 June 2024.*** *This step is not mandatory to submit a proposal for Phase 1 but will help IUCN providing the same level of information to all Interested Parties.*
	27 June 2024	Deadline to submit any questions on Phase 1 of the selection process in writing to WPC@iucn.org; answers will be sent to all Interested Parties that provided their contact information in the previous step.
	01 August 2024	Deadline for Interested Parties to submit Proposals for Phase 1, answering requirements outlined in this SoR.
	15 August 2024	Evaluation of Proposals received to identify all Candidates who meet the Phase 1 requirements. IUCN Council will be informed of the list of eligible Candidates.
PHASE 2 – Request for Proposal (RfP)	19 August 2024	Detailed Request for Proposal/Draft Hosting Agreement sent to all Candidates who meet high-level criteria with invitation to prepare a Full Proposal.
	05 September 2024	3hr virtual information session for Candidates to ask questions about the full requirements.
	23 September 2024	Tentative 2nd virtual meeting (90 min) for any final questions on detailed RfP (TBC).
	16 December 2024	Deadline for Candidates to submit Full Proposals with all respective guarantee letters.
	16 January 2025	Analysis and ranking of Full Proposals by IUCN evaluation panel and risk assessment.
PHASE 3	Mid-January / Mid-March 2025	3–4-day site inspections of Final Candidates' proposed host city by the IUCN evaluation panel (costs to be covered by respective Final Candidate); Final Candidates can submit an updated Full Proposal within two weeks after the end of the site visit.
	14 April 2025	Re-ranking of Full Proposals based on the following information: updated Full Proposals, information obtained during site inspection, and risk assessment.
	16 April 2025	The Evaluation panel will inform Council of the first-choice proposal ("Finalist"), subject to final negotiation of any outstanding issues; Non-selected Final Candidates' applications will be put on hold pending successful completion of the last step of the selection process. In the event that the Finalist fails the last step of the selection process, IUCN will revert to the second preferred Final Candidate and initiate the last step of the selection process.
	16 April to 16 June 2025	Negotiation of Hosting Agreement with Finalist.
	End of June 2025	Council will formally announce the Finalist as host and the IUCN World Protected and Conserved Areas Congress 2027 dates. Signing ceremony of the Hosting Agreement with selected Host.
July 2025 - 2027		Preparation of the IUCN World Protected and Conserved Areas Congress 2027.

***The final acceptance of the Host will be subject to three conditions**:*

1. Selection of the Finalist by the IUCN Secretariat evaluation panel based on the Candidate's technical and financial Full Proposal, the results of the site inspection, the content of the final draft Hosting Agreement, and the risk assessment.
2. The Finalist has not breached the Code of Conduct for the selection process (Appendix II).
3. The Finalist and IUCN sign the Hosting agreement with the conditions agreed upon prior to formal host announcement.

E. Phase 1 requirements

This section outlines all requirements that must be met by the Host, and for which Interested Parties need to submit proof, by the deadline, demonstrating how they will be met.

1. Venue requirements

Provide a Venue that fulfils the "minimum space requirements".

Any Interested Party needs to demonstrate that the proposed host venue possesses an adequate number and size of rooms and informal spaces to accommodate the "minimum space requirements" as described in this section.

The Venue should accommodate 5,000 to 6,000 onsite participants with adequate space and facilities for plenary sessions, stream sessions, meeting rooms and office space for the Congress staff, with all necessary amenities. All session rooms require appropriate staging, excellent soundproofing (including for small rooms) and state-of-the-art audio-visual equipment and should ideally be pillar-free.

It is highly desirable that all Congress events and functions are hosted in one single, state-of-the-art venue. In the event that the opening ceremony and/or reception or other elements of the Congress are proposed to be held elsewhere, the Candidate is required to provide a detailed proposal for a secondary venue with comparable equipment and facilities, and one that is in close proximity to the main Congress venue. Details on equipment and services needed for all spaces will be provided during Phase 2 of the selection process.

The minimum space requirements ("minimum space requirements") for the venue are as follows:

1.1 Conference venue

(i) Plenary room: 1 large room in theatre style with built-in stage area including full size digital backdrop and full audio-visual support, for 5,000 – 6,000 persons. Space is ideally reducible or expandable according to final registration numbers, with sound-proof walls. The room must be equipped for livestreaming, with excellent soundproofing and interpretation cabins (for three languages) and headsets for all participants to allow for choice of language interpretation.

(ii) Medium session rooms: 3 – 6 rooms (300 – 500 participants) offering flexible functionality. The rooms must be equipped for livestreaming, with excellent soundproofing and interpretation cabins (for three languages). The medium session rooms may be used as overflow rooms for the opening and closing ceremonies taking place in the plenary room.

(iii) Small rooms: 10 rooms (100-150 participants) offering flexible functionality.

(iv) Minimum of 5 sound-proof rooms to use as technical studios for onsite speakers to connect to virtual only sessions.

1.2 Exhibition area

(i) Large exhibit hall of 4,000–5,000 square meters minimum for small (6m2), medium (60m2) and large exhibition stands (150m2), with easy access to the rest of the Venue and pillar free as much as possible (under a single roof).

(ii) Height of ceiling should be above 4.50 metres (ideally above 7 metres for special installations).

(iii) A minimum of 1,000 net sq. metres for freight and storage as well as duty-free import/transit tax.

(iv) Loading dock space available within the venue (prior to, during and after the event).

(v) The following areas in the exhibition hall will be at the cost of the Host (referred as I1 - mandatory exhibition costs in the budget):

- 4 open presentation areas ("Central Stages") each accommodating up to for 150 Participants in theatre style with silent sound system; equipped for livestreaming
- 1 large Host stand in a prominent location
- 1 Knowledge hub / IUCN library (large stand)

1.3 E-Posters

(i) A dedicated indoor space for ten digital e-poster machines.

(ii) Each machine should be accessible by up to 15 people gathering in person to view poster presentations.

(iii) Digital poster content supported by an online portal where poster presentations can be uploaded in a standard PowerPoint slide format, and accessible to registered participants.

(iv) Ability to archive and maintain poster presentations on the Congress website.

1.4 Informal areas

(i) Food and Beverage areas: space for restaurants, self-service/snacking areas throughout the Venue to ensure that all Participants have the ability to purchase and consume foods during break-times (note: ideally, catering services / food and beverage areas should also be included in the exhibition hall; the space for this in the exhibition is in addition to what is noted in section b).

(ii) VIP Lounge (with one office space) in a secured area.

(iii) IUCN Lounge for informal gatherings, with sufficient seating, sofas, chairs and tables, charging stations and multi-plugs, one office space, high quality networking and working areas with open access.

(iv) Networking areas throughout the venue for informal gatherings equipped with sufficient seating sofas, chairs and tables, charging stations and multi-plugs.

1.5 Offices and additional spaces

(i) Secretariat offices:

10 – 15 sound-proof executive offices and meeting rooms for IUCN staff in access-controlled area.

Offices for IUCN staff (~1000 m^2) in access-controlled area.

8 private meeting rooms close to staff offices (capacity of 10 – 40 people).

(ii) Offices for Host staff[5].

(iii) Three offices for Sponsors and Partners.

(iv) Offices for all suppliers and service providers (PCO, AV, IT, security, interpreters, F&B, exhibition).

(v) Reception room to accommodate special events such as the opening and/or closing receptions.

(vi) Side meetings rooms (50 pax).

(vii) Space for registration as well as info desks, payment desk, mobile app help desk, travel agent help desk, and hotel and tourism desks.

(viii) Service areas: speaker preview room; business centre; prayer rooms; first aid centre; nursing room; relaxation area.

(ix) Volunteers Area for approx. 300 volunteers to take their break and have their meal.

1.6 Press

(i) Press conference room for 150 – 250 Participants in theatre style, with interpretation cabins (for three languages).

(ii) Fully equipped Media Centre with separate media lounge (about 1000m2), soundproof interview rooms, facilities for television and radio journalists to support editing and broadcasting, satellite or adequate high-speed internet feeds enabling secure Internet based broadcast without interfering with the rest of the Venue, branded backdrops in each room.

Additional requirements

All rooms, offices and areas in the Venue as listed above, need to be fully equipped with furniture, state-of-the art IT and audio-visual (AV) equipment / technology (including availability of specialised staff with good command of spoken English on site), electricity and plugs, lighting, air conditioning or heating (as necessary), as per requirements to be established by IUCN.

The Venue must have an adequate electricity infrastructure to ensure that all electrical devices required for a Congress of this size can be plugged in and work smoothly; a back-up system is needed in case of electricity failures.

The entire Venue requires the following internet infrastructure:

(i) High-speed wireless internet with a minimum of two different internet lines by two different providers for backup purposes with each a bandwidth of a minimum 4Gb/s.

(ii) Enough Wi-Fi hotpots setup across the entire Venue to support the needs of the Participants with simultaneous connection with a minimum of 2Mbps upload and download per device; the Wi-Fi hotspot coverage per room should handle at least 3 times the capacity of the room without any interference; at least 3 parallel SSIDs (Service Set IDentifiers) should be setup for staff, media, public.

(iii) High-speed cabled internet and electricity drops for all offices, podiums in session rooms, as well as media centre.

(iv) Cell phone 4G and 5G (if locally available) coverage by minimum 2 operators over the entire Venue.

[5] Requirements to be defined by Host Country.

In addition, the Venue should ideally not have exclusivity rights granted to suppliers (AV, IT, interpretation, hosts, etc.) or else guarantee competitive pricing and quality for all exclusive services.

Submission requirements:

(i) Demonstrate that the proposed host Venue possesses an adequate number and size of rooms and informal spaces to accommodate the "Minimum Space Requirements" as described above.

(ii) Provide a list of all additional meeting space and capacity within or nearby the proposed Venue that is also included within this Proposal, beyond the "Minimum Space Requirements", if applicable.

(iii) Provide as an Annex, the general floor plans of the Venue including, but not limited to, the session rooms, offices, open areas, technical zones, and the exhibition area with definition of structure/security limitations, maximum height, freight entries, storage facilities.

(iv) Provide as an Annex, a table (e.g., MS Excel) with all rooms listed in points 1.1 to 1.6 specifying room size and capacity in different set-ups.

(v) Provide as an Annex, some pictures showing rooms and space allocations from a variety of events previously held in the Venue.

Customised renderings specific to the Congress are not required at this stage of the selection process but will be required in Phase 2.

2. High level criteria:

2.1 Attendee access:

Confirm that all persons registered and approved to attend the Congress shall be welcomed to the Host Country and granted access to the Conference Venue.

All persons entitled and approved to attend the Congress are to be welcomed to the Host Country and to the venue without discrimination. These include as a minimum: the duly accredited delegates of the Members of IUCN; members of the Council of IUCN; members of the Secretariat and temporary staff or experts to whom the Director General may assign duties in respect to the Congress; all duly registered Participants including but not limited to exhibitors and IUCN Commission Members, and all Participants of the host country, including representatives of Indigenous Peoples' and Local Communities. Exceptions must be based on mandatory provisions of international law (UN Security Council Resolutions and persons indicted by the International Criminal Court or international ad hoc tribunals).

Submission requirements:

(i) Guarantee that visa applications for foreign Participants who have registered to the Congress and have paid the registration fee (or whose registration fees are covered by IUCN), will be dealt with after a quick and fair process, and one that is free from any form of discrimination.

2.2 Financial guarantees:

Guarantee that all IUCN-designated "essential Host financial commitments" will be met, including adequate provision for inflationary increases.

The Host is requested to contribute to the financing of some aspects of the Congress, which includes coverage of most of the site-related costs as well as a contribution to the pre- and post-Congress costs. The financial contribution can be given either as cash to IUCN (i.e. the Host transfers money to IUCN and IUCN will contract and pay for all Congress related services directly) or "in-kind" (i.e. the Host contracts and pays the service providers directly and no money is transferred to IUCN). A combination of both "cash" and "in-kind" support is also possible.

For certain budget lines, it is the Candidate's choice whether to give a cash or in-kind contribution. For other budget lines, a cash or an in-kind contribution is required.

The *Appendix III - Sample Budget* lists all budget lines envisaged for a Congress. There are no indicative amounts provided for site-related costs as these vary largely from country to country.

The Candidate will have to make its own individual cost calculation, which must include any applicable travel costs to bring non-local suppliers onsite as necessary and submit a full budget for Phase 2.

The sample budget also indicates which budget lines are “essential Host financial commitments”. These must be covered by the Host at the level of cost applicable in the country/city. Additional budget lines are highlighted for “highly desirable contributions” for which candidates may opt to provide extra financial support to set their Proposal apart from other bidders.

In the case of in-kind contributions, the Candidate will be required to detail the institutional support and management approach that will be used to handle bidding processes, and the contracting and management of suppliers in Phase 2. In such case, the selection of suppliers and contractors must be according to the principles criteria specified by IUCN in Criterion 2.8 below and will require IUCN’s explicit approval.

If the Candidate is shortlisted, payment will be required to cover of all costs of the site inspection for the IUCN evaluation team of up to 5 individuals (economy flight - premium for flights over 8 hours one way - or train depending on location, hotel, per diem, transport etc.).

A guarantee letter signed by the appropriate entity(ies), formally confirming the above commitments, will be required to be submitted together with the Full Proposal during Phase 2 of the selection process. During Phase 2, Candidates will also be required to provide the detailed budget estimate as per the format and budget lines provided in Appendix III, including details on how costs have been calculated.

Submission requirements:

(i) Provide a commitment that all IUCN-designated “essential Host financial commitments” will be met, including adequate provision for inflationary increases.

(ii) Confirm that the Candidate will be able to obtain a guarantee letter for submission during Phase 2; indicate which entity(ies) will sign the letter; and outline the process and timeline needed to obtain said letter.

(iii) Give a general indication on whether the financial support will be provided in-kind or as cash and which guarantor(s) will cover which costs. This information may be updated during Phase 2.

(iv) Indicate for which “highly desirable” budget lines, the Candidate plans to provide cash or in-kind support in addition to the “essential Host financial commitments”, including the different source(s) of this support. This information can also be updated in Phase 2.

(v) Provide a commitment that all costs of the site inspection will be covered if the Candidate is shortlisted. The costs would include travel for the IUCN evaluation team of up to 5 individuals (economy flight - premium for flights over 8 hours one way - or train depending on location, hotel, per diem, transport etc.) plus any cost linked to official meetings, visits etc. during the stay.

2.3 Acknowledgment of the Congress’s tax-exempt status:

Grant IUCN with, at a minimum, exemption from all direct and indirect taxes and duties on revenue from the Congress, and from import or export of material related to the Congress.

Submission requirements:

(i) Provide a commitment that at a minimum, exemption from all direct and indirect taxes and duties on revenue from the Congress, and from import or export of material related to the Congress will be granted to IUCN.

2.4 Openness and transparency

To the maximum achievable, guarantee openness, transparency and respect including commitment to provide unrestricted access to internet for approved Congress Participants and freedom of the press for accredited Congress media during Congress.

The Candidate guarantees that all measures to ensure freedom of speech of all Participants are already implemented in the Host country and will be put in place during the Congress, this will ensure that any and all discussions and debates held on any subject during the Congress will take place under the principles of openness, transparency and respect.

The Candidate also guarantees and affirms that all Participants and Congress media will benefit from unrestricted access to all internet services (including but not limited to websites and social networks, noting that IUCN's primary social media channels are X and Facebook, while a large proportion of Participants will be users of Google, Gmail and WhatsApp) and digital communication means at the Venue(s), and at all hotels included in the official hotel block for the duration of the Congress and at least five days before and five days after the Congress.

The Candidate also guarantees freedom of local and international Congress media.

Submission requirements:

(i) Provide information on relevant laws in the Host country that relate to this issue and commit, to the maximum achievable, to ensure the following:

- openness, transparency, and respect at the Congress.
- unrestricted access to all internet services and digital communication means at the Venue(s) and at all hotels included in the official hotel block for the duration of the Congress and at least five days before and five days after the Congress,
- freedom of press for accredited Congress media during Congress.

2.5 Avoidance of competing events

Provide a commitment that no financial or in-kind support will be provided by the host to any other major non-IUCN nature conservation-related event of 1,000 or more delegates.

Submission requirements:

(i) Provide a commitment that no financial or in-kind support will be provided by the Candidate to any other major nature conservation-related event of 1,000 or more delegates, taking place over the period of 9 months prior to, until 4 months after the Congress.

(ii) If applicable, provide a list including any international non-conservation events that the Candidate will host or has bid to host in the 9 months prior to, until 4 months after the Congress including event name, type of event, area of expertise, event dates, number of Participants, exact location. In the event that the Candidate's team in charge of organising the Congress is also in charge of organising other event(s) prior to the envisaged dates, explain how the Candidate would ensure that such work would not affect the Congress preparations.

2.6 Sustainability and Legacy

Provide evidence of how destination would commit to organising the most sustainable event possible.

The Candidate needs to ensure the sustainability of the event and commit to leaving an enduring legacy beyond the Congress.

The Congress aims to be a leading example in event sustainability by implementing the ISO 20121:2024 *Event sustainability management systems*. The Venue, hotels, suppliers and service providers, host city and host country are all requested to support these efforts across all aspects of the event (procurement, accommodation, transportation, food, energy, waste management, etc.).

The end goal is to minimise any negative impact of the event on the local environment, and to support the Venue and destination in developing sustainable standards and practices that will be applied for future events.

In addition, the Congress should leave a long-lasting legacy in the city and country. This may include raising awareness amongst the general public, enacting new policies, promoting indigenous-led conservation, investing in nature-based solutions, celebrating IUCN Green List commitments, etc.

Furthermore, the proposed venue, nor any Congress-related workshop or field visit, should not be in a facility that has negatively impacted the ecological or socio-economic integrity of any protected or conserved area, nor should any activity of the Congress likewise negatively impact the integrity of any protected or conserved area.

Submission requirements:

(i) Provide evidence of how your destination would commit to organising the most sustainable event possible (e.g., track record with other events; use of ISO20121 Standard; sustainable certifications held by Venue and key suppliers etc.).

(ii) Provide commitment to implement the ISO 20121 Event sustainability management systems for the Congress and identify a focal point in charge of developing a specific strategy and sustainability action plan for the Congress.

(iii) Provide commitment to contract an independent certification body to verify the implementation of the ISO 20121 standard.

(iv) Provide a short outline on the Candidate's plan to create positive / sustainable impact and leave an enduring legacy from the Congress including detailing how IUCN Members, civil society in general and local business in the host city/region/country will benefit, and how longer-term impact may be generated for the host city/region/country.

(v) Attest that there is no legacy of environmental damage to, or any unmitigated social exclusion from, any protected or conserved area of the proposed venue, or related event venues.

2.7 Destination capacity

Provide data on the total hotel room capacity of the proposed host city, and proven track record of the host city's ability to allocate at least 5,000 to 6,000 rooms for a single event.

The host city shall have the capacity to allocate at least 5,000 to 6,000 guest rooms for a single event and will need to pre-block rooms for at least 1,600 – 2,100 Congress Participants on peak days[6] across a range of hotel categories within easy access to the conference facilities, and ideally located within walking distance of the Venue.

Guaranteed price per hotel category and booking conditions will be part of the submission requirements in Phase 2.

Submission requirements

(i) Provide data on the total hotel room capacity per hotel category of the proposed host city, ideally within 20 minutes walking distance or, at the maximum, within 20 min distance by public transport or shuttle, and proven track record of the host city's ability to allocate at least 5,000 to 6,000 rooms for a single event. This includes the possibility to block up to 2,100 rooms per night for the Congress dates. Specify any times of the year when 5,000 rooms cannot be allocated to such events due to other demands on room capacity.
Guarantee of room rates and booking conditions is only required during Phase 2 of the selection process. It is not required at this stage.

2.8 Compliance with policies and guidelines:

Confirm acknowledgment and commitment to support the full implementation of the below policies and strategies for the preparation and running of the Congress.

All IUCN events, including the IUCN World Protected and Conserved Areas Congress, aim to achieve gender equity in governance as well as in both active and passive participation in its events. IUCN makes it a priority to make the Congress a professional, respectful, inclusive and harassment-free experience for all. IUCN has therefore adopted a gender mainstreaming strategy and an anti-harassment policy for IUCN events.

- Anti-harassment policy, Including bullying and sexual harassment, for IUCN events & Annex 1
- Gender mainstreaming strategy for IUCN events & Annex 1

The Host is expected to support these efforts and ensure that all stakeholders involved in the preparations and operation of the Congress adhere to them.

[6] A detailed breakdown of expected accommodation figures per day is attached in Appendix IV.

In addition, IUCN applies the following policies and principles to all its operations, including the organisation of the Congress:

- IUCN Anti-fraud policy
- IUCN Code of Conduct
- IUCN Data protection policy
- IUCN Operational Guidelines for Business Engagement
- IUCN Procurement Policy

Submission requirements

(i) Confirm acknowledgment of and commitment to support the full implementation of the above policies and strategies for the preparation and running of the Congress.

2.9 Proposal strategic value:

Demonstrate the Candidate's leadership position on inclusive and effective protected and conserved areas management and the strategic value for IUCN to select the proposal (accordance with international agenda, full IPLCs representation and co-leadership, critical location for conservation actions, etc.).

It would be desirable that the candidate mobilises at least five regional and active IUCN Members, including at least one Indigenous Peoples Organisation, and ensures their commitment to support and promote the Congress regionally.

Submission requirements

(i) Demonstrate a track record in conserving and respecting nature as well as proven leadership on protected areas planning and management.
(ii) State existence of or to commitment to environmental practices by venue, suppliers, and local actors and commit to promoting environmental practices.
(iii) Provide evidence of the ability to mobilise at least five regional and active IUCN Members to ensure support in the promotion of the Congress regionally.
(iv) Identify excellent protected area field trip locations within reach of one day field trips using ground-based transportation.

3. Quality of the submission:

Alignment with the submission requirements, and clarity for ease of review by the IUCN Evaluation Panel. IUCN will evaluate whether all relevant information has been provided and whether the information meets the quality requirements., separately, the quality of the submission.

Appendix I - Guidelines for submission for a Proposal for Phase 1

To fulfil all the requirements of Phase 1 of this SoR as outlined in the section E. above. Proposals must abide by the following guidelines:

1. Submission of a Proposal to express interest.

Any Proposal submitted must include the following information:

1.1 A cover note

A short cover note that:

(i) names the lead entity;
(ii) describes which entities have been involved in preparing the Proposal;
(iii) lists the name and contact information of the focal point to whom IUCN can address any follow-up questions.

1.2 Application document

An application document providing answers to all Requirements. The document is required to be submitted as a protected PDF, allowing only printing and searching the document. The Proposal should be A4, (landscape or portrait), and may include images, videos, and links to appendices or websites. The application document should be no longer than **10 – 15 A4 pages** in a Word format converted into a searchable PDF and must include page numbers.

The application document must address all submission requirements as listed in section E above and summarised in Table 1 below, and should be organised as follows:

(i) Clickable table of contents.

(ii) Introduction including a short summary of the objectives and motivation of the Interested Parties in hosting the Congress, and a presentation of the proposed host city and the opportunities this Venue would offer to IUCN.

(iii) Responses to Phase 1 requirements **as per the order** listed in the below table.

(iv) Conclusion.

Table 1 Submission requirements Phase 1

Phase 1 Requirement	Submission requirements
1. Venue requirements	(i) Demonstrate that the proposed host Venue possesses an adequate number and size of rooms and informal spaces to accommodate the "Minimum Space Requirements" as described above. (ii) Provide a list of all additional meeting space and capacity within or nearby the proposed Venue that is also included within this Proposal, beyond the "Minimum Space Requirements", if applicable. (iii) Provide as an Annex, the general floor plans of the Venue including, but not limited to, the session rooms, offices, open areas, technical zones, and the exhibition area with definition of structure/security limitations, maximum height, freight entries, storage facilities. (iv) Provide as an Annex, a table (e.g. MS Excel) with all rooms listed in points 1.1 to 1.6 specifying room size and capacity in different set-ups. (v) Provide as an Annex, some pictures showing rooms and space allocations from a variety of events previously held in the Venue. Customised renderings specific to the Congress are not required at this stage of the selection process but will be required in Phase 2.
2.1 Attendee access	(i) Guarantee that visa applications for foreign Participants who have registered to the IUCN Congress and have paid the registration fee (or whose registration fees are covered by IUCN), will be dealt with after a quick and fair process, and one that is free from any form of discrimination.
2.2 Financial guarantees	(i) Provide a commitment that all IUCN-designated "essential Host financial commitments" will be met, including adequate provision for inflationary increases. (ii) Confirm that the Candidate will be able to obtain a guarantee letter for submission during Phase 2; indicate which entity(ies) will sign the letter; and outline the process and timeline needed to obtain said letter. (iii) Give a general indication on whether the financial support will be provided in-kind or as cash and which guarantor(s) will cover which costs. This information may be updated during Phase 2. (iv) Indicate for which "highly desirable" budget lines, the Candidate plans to provide cash or in-kind support in addition to the "essential Host financial commitments", including the different source(s) of this support. This information can also be updated in Phase 2. (v) Provide a commitment that all costs of the site inspection will be covered if the Candidate is shortlisted. The costs would include travel for the IUCN evaluation team of up to 5 individuals (economy flight - premium for flights over 8 hours one way - or train depending on location, hotel, per diem, transport etc.) plus any cost linked to official meetings, visits etc. during the stay.
2.3 Acknowledgment of the Congress's tax-exempt status	(i) Provide a commitment that at a minimum, exemption from all direct and indirect taxes and duties on revenue from the Congress, and from import or export of material related to the Congress will be granted to IUCN.
2.4 Openness and transparency	(i) Provide information on relevant laws in the country that relate to this issue and commit, to the maximum achievable, to ensure the following:

Phase 1 Requirement	Submission requirements
	• openness, transparency, and respect at the Congress. • unrestricted access to all internet services and digital communication means at the Venue(s) and at all hotels included in the official hotel block for the duration of the Congress and at least five days before and five days after the Congress, • freedom of press for accredited Congress media during Congress.
2.5 Avoidance of competing events	(i) Provide a commitment that no financial or in-kind support will be provided by the Candidate to any other major nature conservation-related event of 1,000 or more delegates, taking place over the period of 9 months prior to, until 4 months after the Congress. (ii) If applicable, provide a list including any international non-conservation events that the Candidate will host or has bid to host in the 9 months prior to, until 4 months after the Congress including event name, type of event, area of expertise, event dates, number of Participants, exact location. In the event that the Host team in charge of organising the Congress is also in charge of organising other event(s) prior to the envisaged dates, explain how the Candidate would ensure that such work would not affect the Congress preparations.
2.6 Sustainability and Legacy	(i) Provide evidence of how your destination would commit to organising the most sustainable event possible (e.g., track record with other events; use of ISO20121 Standard; sustainable certifications held by Venue and key suppliers etc.). (ii) Provide commitment to implement the ISO 20121 Event sustainability management systems for the Congress and identify a focal point in charge of developing a specific strategy and sustainability action plan for the Congress. (iii) Provide commitment to contract an independent certification body to verify the implementation of the ISO 20121 standard. (iv) Provide a short outline on the Candidate's plan to create positive / sustainable impact and leave an enduring legacy from the Congress including detailing how IUCN Members, civil society in general and local business in the host city/region/country will benefit, and how longer-term impact may be generated for the host city/region/country. (v) Attest that there is no legacy of environmental damage to, or any unmitigated social exclusion from, any protected or conserved area of the proposed venue, or related event venues.
2.7 Destination capacity	(i) Provide data on the total hotel room capacity per hotel category of the proposed host city, ideally within 20 minutes walking distance or, at the maximum, within 20 min distance by public transport or shuttle, and proven track record of the host city's ability to allocate at least 5,000 rooms for a single event. This includes the possibility to block up to 2,100 rooms per night for the Congress dates. Specify any time of the year when 5,000 rooms cannot be allocated to such events due to other demands on room capacity. Guarantee of room rates and booking conditions is only required during Phase 2 of the selection process. It is not required at this stage.

Phase 1 Requirement	Submission requirements
	Guarantee of room rates and booking conditions is only required during Phase 2 of the selection process. It is not required at this stage.
2.8 Compliance with policies and guidelines	(i) Confirm acknowledgment of and commitment to support the full implementation of the above policies and strategies for the preparation and running of the IUCN Congress.
2.9 Proposal strategic value	(i) Demonstrate a track record in conserving and respecting nature as well as proven leadership on protected areas planning and management. (ii) State existence of or to commitment to environmental practices by venue, suppliers, and local actors and commit to promoting environmental practices. (iii) Provide evidence of the ability to mobilise at least five regional and active IUCN Members to ensure support in the promotion of the Congress regionally. (iv) Identify excellent protected area field trip locations within reach of one day field trips using ground-based transportation.
3. Quality of the submission	Alignment with the submission requirements, and clarity for ease of review by the IUCN Evaluation Panel.

1.3 Additional documents such as floor plans, photos, videos, etc., may be added as Annexes.

2. Rules of submission

2.1 General

IUCN is not bound in any way to enter into any contractual or other arrangement with any Candidate as a result of issuing this SoR. IUCN is under no obligation to accept any Proposal. IUCN reserves the right to terminate the selection process at any time prior to contract award without incurring any liability to any of the bidding Host, and without any obligation to inform any of the bidding Host of the reasons for such cancellation.

By submitting a Proposal, Candidates accept the conditions set out in this SoR including the adherence to the Code of Conduct SoR.

2.2 Queries and questions during the bidding period

Candidates are requested to direct any questions or queries regarding the SoR to:

Name: IUCN Global Convenings and Events Unit

Address: Rue Mauverney 28

1196 Gland

Switzerland

E-mail: WPC@iucn.org

No other IUCN staff or member(s) of IUCN Council or Commissions are to be contacted in relation to this SoR or the selection process in general. IUCN is not responsible for oral or written statements or observations by any other person, whether or not employed by IUCN, other than staff of the unit specified above.

All correspondence with IUCN will be in English.

Candidates may submit their queries regarding Phase 1 in writing, no later than **11 June 2024** to the above email address.

In keeping with the obligation of an open and transparent selection process, IUCN will issue the responses to any questions, suitably anonymised, to all Candidates who have expressed interest in submitting a Proposal.

In order to do so, IUCN will need to receive an email at WPC@iucn.org, indicating the email address and the name of the focal point who wishes to receive such information on behalf of the Candidate.

2.3 Amendments to SoR documents

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

2.4 Proposal lodgement methods and requirements

Candidates must submit their Proposal to IUCN by email to WPC@iucn.org, no later than **12:00 (CEST[7]) on 12 July 2024**. The subject heading of the email should read "SoR Phase 1_IUCN World Protected and Conserved Areas Congress 2027- [Candidate Name]". Proposals are to be submitted in a protected PDF, allowing only printing and searching of the document. Candidates may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are too large for a single email transmission, or send a link from where the full Proposal can be downloaded.

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 no later than 12:00 CEST on 13 July 2024, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

Proposals must be prepared in English and in the format stated above.

2.5 Late and Incomplete Proposals

Any Proposal received by IUCN later than the stipulated 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 the Candidate to IUCN.

2.6 Withdrawals and Changes to the Proposal

Proposals may be withdrawn or changed at any time prior to the closing date and time by written notice to the IUCN email address provided above. No changes or withdrawals will be accepted after the closing date and time; however, IUCN reserves the right to request clarification or additional information from the Candidate after the submission deadline.

2.7 Validity of Proposals

Proposals from Candidates will be **valid until July 2025**. Please note that the Proposal does not entail any obligation or commitment from the candidate city / country until the candidate submits a Full Proposal during Phase 2.

2.8 Evaluation of Proposals

Only Candidates who met all Requirements detailed in section E. *Phase 1 requirements* will be shortlisted to participate in Phase 2 of the selection process. Any Proposals that do not meet all Requirements will be discarded. No ranking will be established during Phase 1.

2.9 Use of name and logo

Use of the name, logo, emblem, and any other intellectual property of IUCN or the IUCN World Protected and Conserved Areas Congress is prohibited without prior written consent from IUCN.

[7] Central European Summer Time.

2.10 Notification of Award

IUCN will notify each Candidate who submitted a Proposal as to whether the submission was accepted, and the list of Candidates accepted will be made public through IUCN's website.

Candidates retained at the end of Phase 1 will receive the full Statement of Requirements and be invited to submit a Full Proposal by the deadline stipulated for Phase 2.

If, after notification of Phase 1, a Candidate wishes to ascertain the grounds on which its Proposal was discarded, it should address its request in writing to IUCN at WPC@iucn.org. IUCN will provide a written response without, however, any obligation to justify the substance of such response. Any request for explanation from one Candidate may relate only to its own Proposal, and requests about competing Proposals will not be addressed.

Appendix II - Code of Conduct for the selection process

All Candidates will be treated equally and fairly.

1. Obligations of Host Candidates

1.1 Until the deadline for submission of the Proposal, no public promotion of the Proposal by the Candidate is permitted.

1.2 After the submission of the Proposal and prior to the final decision, Candidates must not disclose or promote any details of their Proposal publicly (including to IUCN staff or IUCN Council or member of a Commission Steering Committee) other than to the members of the designated evaluation team from the IUCN Secretariat. The Candidate may only promote the fact that they are bidding for the Congress without disclosing any technical or financial details of their Proposal.

1.3 The Candidate is to refrain from lobbying any IUCN staff, Council Members, members of a Commission Steering Committee in favour of their Proposal.

1.4 Gifts and Hospitality: No individual representing the Candidate in the bidding process including but not limited to employees, directors or other representatives should accept or offer gifts, hospitality or benefits of any kind that might be seen to compromise their integrity or to be benefiting the person offering the service or the recipient personally and/or at the cost of IUCN's reputation. However, small gifts with no material value may be received or offered in appropriate situations provided there is no appearance of corruption, fraud or conflict of interest.[8]

1.5 The Candidate may not negotiate or sign contracts or agreements with IUCN offices or departments, which could be seen as affecting IUCN's impartiality regarding the selection process.

1.6 All Candidates must be honest and fair in their dealings with all parts of the Union and IUCN will not tolerate any level of fraud or corruption.

2. Obligations of IUCN Council, Commissions and Secretariat

2.1 No IUCN Council member or member of a Commission Steering Committee may obtain property, financial advantage or any other benefit including but not limited to soliciting or accepting any gift, hospitality or value in kind (directly or indirectly) from any individual representing the Candidate in the bidding process including but not limited to employees, directors or other representatives of the Candidate that could be seen as affecting the person's impartiality with regard to the selection process in line with the Code of Conduct for IUCN Councillors and the IUCN anti-fraud policy.

2.2 No IUCN staff member nor member of the evaluation team may obtain property, financial advantage or any other benefit including but not limited to soliciting or accepting any gift, hospitality (other than for the site inspection) or value in kind (directly or indirectly) from any individual representing the Candidate in the bidding process including but not limited to employees, directors or other representatives of the Candidate that could be seen as affecting the person's impartiality with regard to the selection process in line with the IUCN Code of Conduct and Professional Ethics for the Secretariat and the IUCN Anti-Fraud Policy.

2.3 No IUCN office or department may negotiate or sign a contract or agreement with the Candidate, which could be seen as affecting IUCN's impartiality with regard to the selection process.

[8] IUCN Code of Conduct and Professional Ethics, 4.1. Integrity, trustworthiness and accountability, "Offering or accepting payments or special considerations for the purpose of influencing the selection of consultancies or services".

2.4 No IUCN Council member, no member of a Commission Steering Committee, nor any IUCN staff member may provide support to a Candidate in preparing their Proposal. Feedback provided during the site inspection (e.g. on misunderstandings of IUCNs requirements, or IUCN's misunderstanding of the host destination's offer, or clarity on missing elements from the initial Proposal) is acceptable.

2.5 Information and answers to questions about the selection process and requirements for hosting the Congress shall exclusively be sent to or by the IUCN Global Events and Convenings Unit (through the email WPC@iucn.org) to ensure that information is both accurate and shared with all Candidates.

Appendix III - Sample Budget

Currency: Swiss francs[9].

Budget lines for site-related costs are not specified as actual costs vary heavily from country to country and venue to venue.

Download excel version here.

			IUCN	Host					Breakdown by funding source				
N°	EXPENDITURES	Cost per Unit (CHF)	Total Congress estimate over three years[2]	Total estimate by Host Country over three years	May - Dec 2025	2026	2027	2028 (if applicabl	IUCN	Host Cash[3]	Host in kind[3]	IUCN Fundraising target[4]	Comments by Candidate, if need
GENERAL CONGRESS EXPENDITURES													
A - Congress Management													
A1	Management Team Staff Cost (GCEU)		1,592,134						307,000			1,285,134	
A2	Global Protected and Conserved Areas Staff		300,000						300,000				
A3	Management Team Staff Cost (Other Units)		300,000						300,000			0	
A4	Operational costs incl. Congress evaluation		337,333									337,333	
A5	Global IUCN Staff costs - Thematic		600,000						600,000			0	
A6	Regional staff costs		300,000						300,000			0	
A7	Travel to Congress (30 staff for 10nights)		To be determined by IUCN - site related									To be determined	
	Congress Management Sub-total		***3,429,467***	***0***	***0***	***0***	***0***	***0***	***1,807,000***	***0***	***0***	***1,622,467***	
B - Programme													
B1	Programme design		40,000									40,000	
B2	Speakers' costs - travel and other		0									0	
B3	Incentives for technical reviewers		15,000									15,000	
B4	IPO co-design and leadership		100,000									100,000	
B5	Youth engagement		100,000									100,000	
B6	High-level sessions and summits		100,000									100,000	
	Programme Sub-total		***355,000***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***355,000***	
Total for General Congress Costs			**3,784,467**	**0**	**0**	**0**	**0**	**0**	**1,807,000**	**0**	**0**	**1,977,467**	
COMMUNICATION COSTS													
C - Pre and post Congress Communication costs													
C1	Website		200,000										
C2	Branding and visual identity		100,000										
C3	Advertising		75,000									75,000	
C4	Digital content and marketing		265,000										
C5	Printed materials		45,000									45,000	
C6	Media relations		60,000									60,000	
C7	Translations		60,000										
C8	Monitoring, metrics, reporting		50,000									50,000	
	Pre and post Communication costs Sub-total		***855,000***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***230,000***	
D - On-site and post Communication Costs													
D1	Signage (design, production, setup and dismantling of directional and promotional signage)		0										
D2	Digital screens (about 10) for E-Posters		0										
D3	On-site phototagraphy and videography		150,000										
D4	Onsite reporting		150,000										
D5	Local Outreach		0										
D6	Documentation management and outcome document		200,000										
D7	Media tour (to local protected area)		20,000									20,000	
	On-site communication Sub-total		***520,000***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***20,000***	
Total for Communication Costs			**1,375,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**	

[9] The budget presented is in Swiss Francs. Approximate exchange rates are as follows: EUR: 1.05; USD: 1.13 (February 2024).

			IUCN	Host					Breakdown by funding source				
N°	EXPENDITURES	Cost per Unit (CHF)	Total Congress estimate over three years[2]	Total estimate by Host Country over three years	May - Dec 2025	2026	2027	2028 (if applicabl	IUCN	Host Cash[3]	Host in kind[3]	IUCN Fundraising target[4]	Comments by Candidate, if need
GENERAL SITE RELATED COSTS													
E - Onsite services													
E1	Delegate bottles (8000)		0									To be determined	
E2	Freight and Shipping		2,000									2,000	
	On-site service Sub-total		***2,000***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***2,000***	
F - Exhibition costs													
F1	Design & construction of small stands		0									To be determined	
F2	Design & construction of medium stands incl. AV equipment		0									To be determined	
F3	Design & construction of large stands incl. AV equipment		0									To be determined	
F4	Exhibition management		0									To be determined	
	Exhibition and Sponsored onsite costs Sub-total		***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	
G - IT systems and Audio-visual													
G1	Live & On-demand Video platform inc. onsite staff		250,000									250,000	
G2	IT Systems		250,000									250,000	
	IT systems and Audio-visual costs Sub-total		***500,000***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***500,000***	
H - Meetings and receptions													
H1	VIP receptions		0									0	
H2	Congress opening and welcome reception onsite (incl. cultural performances)		0										
H3	Congress closing reception		20,000									20,000	
	Meetings and reception Sub-total		***20,000***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***20,000***	
Total for general site-related costs			**522,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**522,000**	

			IUCN	Host					Breakdown by funding source				
N°	EXPENDITURES	Cost per Unit (CHF)	Total Congress estimate over three years[2]	Total estimate by Host Country over three years	May - Dec 2025	2026	2027	2028 (if applicabl	IUCN	Host Cash[3]	Host in kind[3]	IUCN Fundraising target[4]	Comments by Candidate, if need
HOST SITE-RELATED COSTS													
I - Venue-related													
I1	Venue rental, including set-up, rigging and dismantling, furniture and related labour, including mandatory exhibition costs to be covered by the candidate as mentioned in the SoR.		0										
I2	Temporary structure build-up and usage (office structures, desks, lounges, central stages, etc.)		0										
I3	Food and beverage service (infrastructure and min. consumption)		0										
I4	Insurance (public and employers' liability, property, cancellation, IT equipment)		0										
I5	Venue security (incl. access control and badge scanner)		0										
I6	Cleaning		0										
I7	First aid		0										
I8	Electricity including back-up system, lighting, heating or A/C and water		0										
I9	Waste management		0										
	Venue-related Sub-total		***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	
J - Costs linked to secondary venues (if needed)													
J1	Rental of other venues		0										
J2	Extra local transport		0										
J3	Logistics costs related to other venues (including all AV, IT, furniture, setup and dismantling, labour related costs, etc)		0										
	Secondary venues Sub-total		***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	
K - Site-related Contracted Services													
K1	Professional Congress Organiser (incl. Registration, onsite logistics, exhibition, floorplan, supplier coordination, operational and technical directors, online systems in 3 languages)		650,000									650,000	
K2	Destination Management Company (accommodation, transport coordination, onsite logistics)		0										
K3	Audio-visual equipment (including, screens, beamers, video and audio system, sound and light system, plenary microphone system, room relay, interpretation cabins&system, cameras, speaker preview system, Live/webstreaming equipment and services including studios, technical ares and post congress editing for on demand, cabling, etc. and technicians)		0										
K4	IT equipment (including Internet and wifi throughout the venue, laptops, tablets, touch screens, printers, charging stations, teleconference device, softwares, etc.)		0										
K5	Travel Agency services to manage travel of sponsored delegates, VIPs, speakers, Council, staff, etc.		0										
K6	Simultaneous interpreters fees&travel (included AI systems)		225,000										
K7	Document translation services (in three languages)		95,000										
K8	Session facilitation and speaker coordination (pre and onsite)		200,000										
K9	Security coordination (outside venue) and health and safety		0										
K10	Hosts/hostesses and volunteers (500 - 600 pax)		0									0	
K11	Stationery and paper		0									0	
K12	Smart phones and/or walkie talkies for 30 staff		0									0	
	Contracted services Sub-total		***1,170,000***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***650,000***	

			IUCN	Host					Breakdown by funding source				
N°	EXPENDITURES	Cost per Unit (CHF)	Total Congress estimate over three years[2]	Total estimate by Host Country over three years	May - Dec 2025	2026	2027	2028 (if applicabl	IUCN	Host Cash[3]	Host in kind[3]	IUCN Fundraising target[4]	Comments by Candidate, if need
L - Sustainability													
L1	ISO management system		45,000									45,000	
L2	Capacity bulding and awareness raising		50,000									50,000	
L3	ISO 20121 certification		35,000									35,000	
L4	Carbon emission assessment and mitigation		300,000									300,000	
L5	Sustainability awareness-raising event		100,000									100,000	
L6	Sustainable merchandise		20,000									20,000	
	Sustainability Sub-total		***550,000***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***550,000***	
M1 - VIP and Protocol Management incl. accommodation for 50 top VIPs			**0**										
N - Sponsored Delegate travel 200pax (flight, accommodation & DSA for 7 nights, registr., insurance, transport onsite)													
N1	Special support for Indigenous Peoples representatives attendance 100pax		0									0	
N2	Additional Sponsored delegates for 100pax		0									0	
	Sponsored delegates Sub-total		***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	
O1 - Local Transportation (in case of no public transportation)			**0**										
P1 - Food and beverage: water fountains for all, Snacks and beverage for VIP, press, staff, speakers, hosts&volunteers			**0**									**0**	
Q1 - Site selection all travel and org. costs (1 site visit, 5 people, 5 days)			**0**										
R1 - Operating costs for Host Organising Team, if applicable			**0**										
Total for Host site-related costs			**1,720,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,200,000**	
Total for Host mandatory contributions without 5% contingency			**1,645,000**	**0**	**0**	**0**	**0**	**0**		**0**	**0**		
5% Contingency for Host mandatory contributions			82,250	0	0	0	0	0		0	0		
Total for Host highly desirable contributions			**2,270,000**	**0**	**0**	**0**	**0**	**0**		**0**	**0**		
5% Contingency for Host highly desirable contributions			113,500	0	0	0	0	0		0	0		
Total Congress Costs			**7,401,467**	**0**	**0**	**0**	**0**	**0**	**1,807,000**	**0**	**0**	**3,949,467**	
U1 - Contingency (5% on expenditures minus IUCN staff contribution)			340,073	0	0	0	0	0	60,350	0	0	197,473	
TOTAL EXPENDITURES			**7,741,540**	**0**	**0**	**0**	**0**	**0**	**1,867,350**	**0**	**0**	**4,146,940**	

Appendix IV – Congress accommodation estimates

The table below provides a preliminary daily accommodation estimate for an anticipated attendance of 6000 participants. The estimate may vary by 10 to 15%.

									Event days								
Public block	**Day - 8**	**Day - 7**	**Day - 6**	**Day - 5**	**Day - 4**	**Day - 3**	**Day - 2**	**Day - 1**	**Day 1**	**Day 2**	**Day 3**	**Day 4**	**Day 5**	**Day 6**	**Day 7**	**Day 8**	**Day 9**
5*					4	9	13	383	383	383	383	383	383	383	383	34	13
4* and 3*					27	55	82	3145	3508	3508	3508	3508	3508	3508	3508	218	82
2* and B&B					11	21	32	1020	1340	1340	1340	1340	1340	1340	1340	85	32
Total public					**43**	**85**	**128**	**4548**	**5230**	**5230**	**5230**	**5230**	**5230**	**5230**	**5230**	**337**	**127**
Total to be blocked by Housing Agency (30% of total need)					**13**	**26**	**38**	**1364**	**1569**	**1569**	**1569**	**1569**	**1569**	**1569**	**1569**	**101**	**38**
Private block	**Day - 8**	**Day - 7**	**Day - 6**	**Day - 5**	**Day - 4**	**Day - 3**	**Day - 2**	**Day**	**Day 1**	**Day 2**	**Day 3**	**Day 4**	**Day 5**	**Day 6**	**Day 7**	**Day 8**	**Day 9**
IUCN staff 3-4*	6	9	9	20	23	43	79	147	159	159	159	159	159	159	159	40	6
Speakers 4* and 3*								11	17	17	17	17	17	17	17	2	
VIPs/VVIPs 5*								7	9	9	9	9	9	9	9	1	
IUCN Council 5*							8	40	40	40	40	40	40	40	40	40	
Non-local suppliers and service providers 3-4*	3	3	3	3	17	23	31	51	62	62	62	62	62	62	62	9	3
Sponsored delegates 3*								11	200	200	200	200	200	200	200	27	7
Total to be blocked by Housing Agency (private)	**9**	**12**	**12**	**23**	**40**	**66**	**119**	**268**	**487**	**487**	**487**	**487**	**487**	**487**	**487**	**119**	**16**
Total (public and private)	**9**	**12**	**12**	**23**	**83**	**151**	**247**	**4816**	**5717**	**5717**	**5717**	**5717**	**5717**	**5717**	**5717**	**456**	**143**
Total to be blocked by Housing Agency (public and private)	**9**	**12**	**12**	**23**	**53**	**92**	**157**	**1632**	**2056**	**2056**	**2056**	**2056**	**2056**	**2056**	**2056**	**220**	**54**

Notes:

1) The number of 5* hotels depend on the price. Needs might be lowered/transferred to 4* hotels.
2) The estimates are based on attendance statistics from previous IUCN events and need to be revised upon selection of Venue and setting of registration fees.
3) Private block for Host staff is not included in these estimates.