



UPDATING RWANDA’S NATIONAL BIODIVERSITY STRATEGY AND ACTION PLAN (NBSAP) TO ALIGN WITH THE KUNMING-MONTREAL GLOBAL BIODIVERSITY FRAMEWORK (K-M GBF).

IUCN Rwanda Country Office
RfP Reference: IUCN-24-06-P3

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

1. REQUIREMENTS

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

2. CONTACT DETAILS

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

IUCN Contact: tenders.rwanda@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
02.07.2024	Publication of the Request for Proposals
04.07.2024	Deadline for expressions of interest
05.07.2024	Deadline for submission of questions
08.07.2024	Planned publication of responses to questions
12.07.2024	Deadline for submission of Proposals to IUCN (“ Submission Deadline ”)
14.07.2024	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). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the Proposal, or your own surname if you are bidding as a self-employed consultant. Your Proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

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

4.3. *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	3 relevant references of clients similar to IUCN / similar work
2	Confirm that you have all the necessary legal registrations to perform the work

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:

No.	Criteria	Points
1.	Approach and Methodology	
1.1	Conceptual and methodological approach Description of the conceptual and methodological approach including experimental designs, sample size and power calculations, and training delivery approach. (15 pt.) Explanation of the relevance and effectiveness of the methodological approach (5)	20
1.2	Operationalisation of the approach and Methodology Working programme / working schedule for delivery of outputs. Service provider providing the most advantageous and realistic delivery schedule (15 pt.) , Work organisation, back-up services, quality control, logistics (5 pt.)	20
2.	Consultant Competencies	
2.1	Academic qualification: At least master's degree or higher in environmental science, biodiversity conservation, ecology, natural resource management, or a related field. (20)	20
2.2	1.Demonstrated experience working in biodiversity conservation, environmental management, or related fields. (10) 2.Previous experience in developing, revising, or implementing NBSAPs or similar strategic plans and policies for biodiversity conservation. (10) 3.Familiarity with international frameworks specifically MEAs specifically the Convention on Biological Diversity (CBD) and GBF, and experience in integrating these into national strategies. (10)	40

	4.Experience in reviewing and formulating biodiversity-related policies and legislation. (10)	
Total (maximum)		100

4.5. *Financial Proposal*

4.5.1. The Financial Proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your Financial 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 US Dollars

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 90 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

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

5. EVALUATION OF PROPOSALS

5.1. *Completeness*

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

5.2. *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 10 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.

5.4. *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 technical score and your financial score.

The relative weights will be:

Technical:	70%
Financial:	30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$.

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

6. **EXPLANATION OF PROCUREMENT PROCEDURE**

6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.

6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.

6.3. All Proposals must be received by the submission deadline in Section 3.1 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.

- 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.

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.

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12. ATTACHMENTS

Attachment 1 *Specification of Requirements / Terms of Reference*

Title: UPDATING RWANDA'S NATIONAL BIODIVERSITY STRATEGY AND ACTION PLAN (NBSAP) TO ALIGN WITH THE KUNMING-MONTREAL GLOBAL BIODIVERSITY FRAMEWORK (K-M GBF).

Objective of the Consultancy

IUCN is seeking to recruit an international consultant to further support its efforts in the NBSAP revision. The consultant will collaborate closely with IUCN staff in the Rwanda Country Office. The consultant will report directly to Rwanda Country representative at IUCN.

Background

The International Union for Conservation of Nature (IUCN) is supporting the Rwanda Environment Management Authority (REMA) in its revision of the National Biodiversity Strategy and Action Plan (NBSAP). The revision of Rwanda's NBSAP will support fast-tracking the country's readiness and early actions to implement the Kunming Montreal Global Biodiversity Framework. This revision will align the national biodiversity targets to Kunming-Montreal Global Biodiversity Framework (K-M GBF), develop relevant actions, plans, monitoring system, and update biodiversity finance mechanisms and requirements.

The full NBSAP revision will be achieved through undertaking the following key activities:

1. Assess the existing NBSAP and their targets with the GBF, this assessment should consider, according to national circumstances, elements such as implementation gaps, existing goals, targets and indicators, the effectiveness of past actions, monitoring systems (including any data and/or knowledge systems and gaps), sectoral and cross-sectoral policies, finance and other means of implementation.
2. Updating the existing situation in the NBSAP about the causes and consequences of biodiversity loss emphasizing the value of biodiversity and ecosystem services and their contribution to development and human well-being.
3. Update national goals, targets and indicators in alignment with the K-M GBF goals and targets and relevant SDGs through an inclusive whole-of-society process and following related guidance provided by COP 15 and as appropriate, with the necessary consultations and to be nationally approved.

4. Updated targets and indicators should be operational (i.e., measurable, costed, spatially explicit, and where appropriate, grounded in programs);
5. Develop sectoral action plan for policy coherence, as appropriate, to promote a whole-of-government nature-positive approach to sectors. This entails identifying opportunities for enhanced mainstreaming of biodiversity into different development sectors.
6. To recommend concrete programs of action and plan of actions, designed to achieve the national targets aligned to K-M GBF and estimated cost and generate costing projections for the K-M GBF-aligned NBSAP.
7. Identify financing and capacity-building gaps and develop national finance and capacity-building strategies for implementation of the aligned NBSAP,
8. Develop strategies for mobilization of financial resources from all sources, domestic and international, public and private, investment opportunities with a view to closing the biodiversity financing gap and making integration of biodiversity within financial decision-making and aligning financial flows accordingly.
9. To ensure that the gender issues are considered in the NBSAP actions.
10. To identify gaps in the existing data, knowledge systems, and institutional monitoring mechanisms and frameworks, for tracking the state and trends of biodiversity, along with other components related to the targets and indicators outlined in the NBSAP, as well as the key indicators of the global monitoring framework of the K-M GBF.
11. To develop a national monitoring, verification and reporting system and framework using headline indicators, supplemented by component and complementary indicators of the K-M GBF as reference and considering national circumstances as well as other national indicators as appropriate as well as capacity development plan to ensure a reliable tracking of progress in achieving the updated and aligned national targets to the GBF.
12. To identify the relevant agencies responsible for collecting the data and compiling the report, any need for further development of such report and any capacity development needs.
13. To identify all the stakeholders in the management of country's biodiversity and undertake stakeholder consultation meetings to guarantee their active participation in the NBSAP revision process.

Project Reference:

Donor reference:

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IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous people's 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.

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About the Project

Description of the Assignment

The consultant is expected to deliver on key activities 1-6 ,9 and 11-12 With the background above.

Specific objectives

The consultant will be responsible for:

1. Provide technical expertise to ensure all activities listed above are achieved.
2. Coordinate the activities of the consulting team and liaise with stakeholders, including government agencies, NGOs, and local communities.
3. Support the drafting of the different sections of the revised NBSAP.
4. Provide expertise and guidance on biodiversity conservation, policy development, and implementation strategies.
5. Work with the team to develop a daily schedule including organizing stakeholder consultations and Review committee meetings.
6. Prepare comprehensive reports and documentation of the NBSAP process, findings, and recommendations.
7. Provide Technical expertise in the NBSAP revision.
8. Lead the development of strategic objectives, targets, and actions to conserve biodiversity and promote sustainable use of natural resources.
9. Provide expertise and guidance on biodiversity conservation, policy development, and implementation strategies.
10. Ensure alignment with international agreements, such as the Convention on Biological Diversity (CBD).
11. Prepare comprehensive reports and documentation of the NBSAP process, findings, and recommendations.

Duration of the Assignment

The duration of the assignment is 45 days spread over three months. (from 15th July to 15th October 2024)

Deliverables and Activities

The consultant will provide the following deliverables and carry out the following activities:

Deliverable/Activity	Description	Deadline
NBSAP review report	NBSAP review report highlighting status of implementation, gaps	05 th August 2024
Draft NBSAP report	Draft NBSAP report with aligned targets aligned to with the K-M GBF and relevant SDG targets and consolidated comments from stakeholders.	30 th August 2024
Final draft NBSAP.	Final draft NBSAP including a costed program of action and Policy brief	15 th September 2024

Payment Schedule

The Timetable below summarises the chronological order of deliverables and indicates milestones at which IUCN will pay the Consultant.

Deliverable	Milestone payment
1. NBSAP review report highlighting status of implementation, gaps	30%
2. Draft NBSAP report with aligned targets aligned to with the K-M GBF and relevant SDG targets and consolidated comments from stakeholders.	40%
3. Final draft NBSAP including a costed program of action and Policy brief.	30%

Skills and Experience

The consultant must have the following skills, education, and experience as a minimum:

Educational Background

1. At least a master's degree or higher in environmental science, biodiversity conservation, ecology, natural resource management, or a related field.

Professional Experience

1. Demonstrated experience working in biodiversity conservation, environmental management, or related fields.
2. Previous experience in developing, revising, or implementing NBSAPs or similar strategic plans and policies for biodiversity conservation.

Familiarity with international frameworks specifically MEAs specifically the Convention on Biological Diversity (CBD) and GBF, and experience in integrating these into national strategies.

3. Experience in reviewing and formulating biodiversity-related policies and legislation.

Technical Skills

1. Strong ability to conduct comprehensive research, analyse data, and synthesize findings into actionable recommendations.
2. Proven ability to manage projects, including planning, budgeting, and reporting.
3. Experience in engaging with a wide range of stakeholders, including government agencies, NGOs, local communities, and the private sector.
4. Excellent written and verbal communication skills, including the ability to produce clear, concise, and well-structured reports and presentations.
5. Skills in designing and implementing monitoring and evaluation frameworks for biodiversity initiatives.

Personal Attributes

1. Strong problem-solving skills and the ability to adapt to changing circumstances.
2. Ability to work effectively in multidisciplinary and multicultural teams.
3. Proficiency in the English language

Supervision and coordination

The consultant will report to and work under the supervision of IUCN Rwanda Country Representative.