



Request for Proposals (RfP) ITHCP Phase IV Tranche 2 Assurance Engagement

**The International Union for the Conservation of Nature and Natural Resources,
Species Conservation Action,
IUCN Centre for Conservation Action
Project: Integrated Tiger Habitat Conservation Programme Asia, Phase IV Tranche 2
RfP Reference: IUCN-24-10-P04117-1**

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

PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. *About IUCN*

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

Headquartered in Switzerland, IUCN Secretariat comprises around 950 staff in more than 50 countries.

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

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

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

www.iucn.org

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

1.2. *Summary of the Requirement*

IUCN invites you to submit a Proposal for the Assurance Engagement ISAE 3000 of the project “Integrated Tiger Habitat Conservation Programme Asia, Phase IV Tranche 2” financed by the German Government through KfW and implemented by IUCN as of 2023. The detailed Terms of Reference can be found in Part 2 of this RfP.

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:

Tracey STARKE

Programme Associate, Conservation Action
 IUCN, International Union for Conservation of Nature
 28 rue Mauverney,
 CH-1196 Gland,
 Switzerland
tracey.starke@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
22 October 2024	Publication of the Request for Proposals
01 November 2024	Deadline for expressions of interest
15 November 2024	Deadline for submission of questions
22 November 2024	Planned publication of responses to questions (10 days before submission deadline)
29 November 2024	Deadline for submission of Proposals to IUCN (" Submission Deadline ")
04 December 2024	Clarification of Proposals
16 December 2024	Planned date for contract award
01 January 2025	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 three separate documents:
- Signed Declaration of Undertaking (see Attachment 2)

- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted in hardcopy by mail to the following address:

Tracey Starke
 IUCN (International Union for Conservation of Nature)
 Species Conservation Action
 28 rue Mauverney,
 CH-1196 Gland,
 Switzerland

The Technical Proposal and Financial Proposal will have to be submitted in two separate, sealed envelopes with indication as to which is the Technical and which is the Financial Proposal marked on the relevant envelope.

4.3. *Eligibility Criteria*

A proposer should meet the eligibility criteria stated in article 4.4 below and in the Declaration of Undertaking (see Attachment 2).

IUCN will use the Eligibility Criteria listed below to determine whether you have the capacity to provide the required services to IUCN. Please provide the necessary information in a single, separate envelope, submitted with the Technical proposal documents.

Eligibility Criteria shall include the following:

- Proof of financial capacity (see **Financial Capacity Statement** below for the template);
- Proof of experience in similar assignments (see **Project Experience** below for the template);
- Submission of signed Declaration of Undertaking (Attachment 2).

Financial Capacity Statement

[This table is provided for illustrative purposes only. Adjust the table to reflect the financial capability requirements.]

Financial data	2 years before last year ¹ <specify> EUR	Year before last year <specify> EUR	Last year <specify> EUR	Average ² EUR
Annual turnover ³				

If annual accounts are not yet available for the last year, please provide latest estimates or provisional figures. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table).

¹Last year = last accounting year for which the entity's accounts have been closed.

²Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

³The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of Services, interest, royalties, and dividends) during the year.

Project Experience

Ref no:	Project title							
Name of legal entity (declaring Consultant)	Project Country	Overall project value (EUR)*	Proportion carried out by the legal entity (%)*	Provided staff input (person months)	Name of client	Origin of funding	Dates (start / end)	Name of JV members, if any
...		
Detailed description of project (background, objectives and main activities)						Services provided by the legal entity for the project		
...						...		

* If the overall project value refers to overall project cost inclusive of Consulting Services please indicate the consulting fee separately. The portion carried out by the legal entity refers to that figure.

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.

The requested CVs 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:

	Description	Information to provide	Relative weight
1	Experience with ISAE 3000 and attached ToRs	Details of past engagements related to ISAE 3000 and comprehensive understanding of the attached ToRs	20%

2	Experience of working with the kinds of grantees likely to be awarded grants	Evidence of relevant experience	10%
3	Experience with similar assignments for projects funded by KfW	Examples of previous engagements related to projects funded by KfW or similar funding institutions	20%
4	Experience of work in the locations covered by the programme	Evidence of prior work experience in the specific program locations	15%
5	Experience of auditing grant-making facilities	Relevant experience and expertise in auditing grant-making facilities	15%
6	Ability to overcome specific issues with ISAE 3000 and issues potentially related to the attached ToRs	Demonstrated capacity to handle potential issues related to ISAE 3000 and the attached ToRs	10%
7	Available resources and capacity	CVs of personnel proposed for the engagement demonstrating relevant	10%
TOTAL			100%

4.5. *Financial Proposal*

4.5.1. The Financial Proposal must be a fixed and firm price for the provision of the 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 obligations. It is the proposer's 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 [EURO].

4.5.5. *Breakdown of rates and prices*

- Your financial Proposal should state your daily rates for relevant positions or staff members.
- Your financial Proposal should state a maximum fee for the main project (Disposition Fund) assurance engagement.
- Your financial Proposal should also state your maximum fee for an assurance engagement of a grant (sub-account) for each of the locations.
- Your proposal should also include a maximum fee for assurance engagement of a grant where the lead organisation is based in Europe.
- The costs of travel and per diems, if necessary, must be stated in the financial proposal.

- Where your maximum fee is the same for more than one location, it is permissible to state the fee for a group of locations as long as it is clearly indicated which locations this fee applies to.

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

1- Summary

Value of the Proposal	(in EUR)
Total Fees	0.00
Total Expenses	0.00
Total (EUR)	0.00

2- Fees

TEAM MEMBERS (please specify whether national or international)	Fee Amount	Effort	Total fees
	(EUR/day)	(person-days)	(EUR)
Team member 1			
Team member 2			
Team member n			
...			
Total Fees (EUR)			

3- Expenses

Expenses	Unit	Unit Cost	Quantity	Total
Airfare				
	flight			0.00
	flight			0.00
	flight			0.00
Perdiem				
	night			0.00
	night			0.00
	night			0.00
	night			0.00
Other expenses				
				0.00
				0.00
				0.00
Total (EUR)				0.00

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. *Technical Evaluation*

5.2.1. *Scoring Method*

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

5.2.2. *Minimum Quality Thresholds*

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

5.2.3. *Technical Score*

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

5.3. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has passed the minimum quality thresholds (see Section 5.2.2) by the total price of your Financial Proposal.

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

5.4. *Total Score*

Your Proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical:	80%
Financial:	20%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 80\% + 77 * 20\% = 66.4\% + 15.4\% = 81.8\%$.

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 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. Unsuccessful bidders will be contacted before the contract is awarded and provided with

appropriate 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. ATTACHMENTS

Attachment 1 Terms of Reference

Attachment 2 Declaration of Undertaking

Attachment 3 Contract Template