



Request for Proposals (RfP)

Consultancy for the Development and Implementation of the Policy and Governance Component of the project Wise Use of Caribbean Wetlands for Climate Change Mitigation and Conservation of Their Ecosystem Services

International Union for Conservation of Nature and Natural Resources

Regional Office for Mexico, Central America and the Caribbean

Country: Antigua and Barbuda, Belize, Cuba, Dominican Republic, Grenada, Jamaica, Saint Lucia and Suriname

Name of the Project: P04892 - Wise Use of Caribbean Wetlands for Climate Change Mitigation and Conservation of their Ecosystem Services

Budget Line:

AOP Code:

Interested Proposers are hereby invited to submit a technical and financial proposal for the aforementioned Consultancy Service Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. ABOUT IUCN

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

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 organizations and some 18,000 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 organizations, 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/>

2. REQUIREMENTS

2.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference)

3. CONTACT DETAILS

3.1. During the course of this RFP, from its publication to the award of a contract, you may not contact or 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.

Procurement Officer: Procurement.Ormacc@iucn.org

4. PROCUREMENT TIMETABLE

4.1. 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, that will be informed.

DATE	ACTIVITY
19/12/24	Publication of the Request for Proposals
03/01/25	Deadline for submission of questions
10/01/25	Deadline for submission of proposals to IUCN (" Submission Deadline ")
13/01/25	Clarification and evaluation of proposals
20/01/25	Planned date for contract award
30/01/25	Expected contract start date

4.2. Send an email to the IUCN contact to register an email address to receive notifications or clarifications of this bidding process, bidders in turn will be able to confirm if they intend to submit a Proposal before the deadline indicated above.

4.3. IUCN reserves the right to issue responses to any question to all Bidders, unless the Bidder making the inquiry expressly requests, at the time of inquiry, that it be kept confidential. If IUCN considers the content of the question and/or the answer to be non-confidential, it will inform the Bidder, who will have the opportunity to withdraw the question.

4.4. At any time before the deadline for submitting Proposals, IUCN may amend the RFP and will send all Bidders who have notified their interest or, failing that, registered an email to receive notifications, and it will be disclosed in the media used. To this end.

4.5. If the amendment is substantial, IUCN may extend the deadline for submission of Proposals in order to allow Bidders a reasonable time to take the amendment into consideration in their proposals.

5. PRESENTATION OF THE PROPOSALS

5.1. The Bidder interested in submitting a Proposal must submit the following documents, in the order listed, placing:

A. ADMINISTRATIVE REQUIREMENTS

- a. Copy of identification document or passport (in case of being a foreigner)
- b. Copy of legal invoice for fees collection
- c. Copy of resume
- d. Letter of interest signed, indicating that the Consultant has read, understood and accepted the content of these Terms of Reference. (Annex 2)
- e. Signed Declaration of Undertaking (Annex 3a)
- f. Human Resources Questionnaire filled and signed (Annex 4)

FOR CONSULTANCY COMPANIES:

- a. Copy of Certification of Incorporation
- b. Copy of the identification document of the Legal Representative
- c. Copy of legal invoice for fees collection
- d. Copy of resumes of the Consulting Team
- e. Letter of interest signed, indicating that the Consultant has read, understood and accepted the content of these Terms of Reference (Annex 2)
- f. Signed Declaration of Undertaking signed by the Representative of the Consulting Company or, in the case of a Consortium or group of consultants, signed by each member indicating that they have read and understood the content of the Declaration (Annex 3b)
- g. Human Resources Questionnaire filled and signed (Annex 4)

B. TECHNICAL PROPOSAL:

- i. The technical proposal must address each of the criteria listed below explicitly and separately, citing the reference number of the relevant criterion (Description column).

	Description	Information to be presented	Relative importance (%)
1	Methodology to be implemented	The proponent will describe the methodology to be implemented in the consultancy in a clear, consistent, and precise way, indicating the actors with whom it will coordinate and the procedures, instruments, and parameters to be used to carry out all the activities necessary to obtain the deliverables.	30%
2	Schedule of activities	The proponent must set out in the schedule of activities the logical dimension of time according to the scope of the required deliverables.	20%
3	Experience	Company Profile / CV Responsible for the Consultancy as described in Annex 1, section 6.	20%
4	Conceptual Review of the ToR	The proposal matches the description of the ToR and shows a clear understanding of the expected products.	30%
TOTAL			100%

- i. IUCN will evaluate the technical proposals with respect to each of the criteria indicated in point i) and their relative importance.
- ii. Proposals in any other format will significantly increase the evaluation time and therefore such proposals may be rejected at the discretion of IUCN.
- iii. When resumes (CVs) are requested, these should be from the people who will perform the specified job. Persons submitted as part of the Proposal may only be replaced with the approval of IUCN.
- iv. In the event that a company or group of consultants applies, in addition to the above information, the following must be specified:
 - Responsible for consulting
 - Composition of the consulting team, specialty of each member.
 - Role and responsibility in the activities/products of each member in accordance with the ToR

C. FINANCIAL PROPOSAL:

Signed by the Proposer, indicating the value of professional services \$USD in numbers and letters.

- i. It will be considered that the prices presented include all the costs of fees, insurance, taxes, obligations, and risks that must be considered for compliance with the Terms of Reference. IUCN will not accept charges beyond those clearly indicated in the Financial Proposal and that are eligible for the execution of the Contract.
- ii. The Bidder will have to assume the payments corresponding to taxes according to regulations in force in its country; You will have to have health and life insurance up to date; and will assume the bank charges by transfer.
- iii. If local or international trips must be made for the execution of this Contract, the costs will be paid by IUCN through reimbursement and will be governed by the IUCN per diem scale for food and lodging.
- iv. Travel expenses related to the execution of this Contract will not exceed the total amount of (N/A) broken down as follows:

Expense type	Maximum amount
Meals	0
Surface Transportation	0
Accommodation	0
Other expenses (detailed)	0

- v. For reimbursement of travel expenses, the Proposer must submit a financial report with original invoices/receipts (e.g., transportation, lodging, food, and incidentals) to the IUCN Contact Person, in the currency of the Contract, so that the corresponding reimbursement can be processed.
- vi. Expenses related to vehicle maintenance, purchase of electronic equipment, cell phone expenses, consumption expenses or purchase of alcoholic beverages will be considered ineligible expenses.

vii. Breakdown of the Financial Proposal.

For information purposes, it is recommended that the details of the financial proposal be broken down as follows:

	Description	Quantity	Unit price*	Total price*
1				
2				
3				

*USD currency

5.2. Additional information not requested by IUCN should not be included in the proposal and will not be subject to evaluation.

6. SENDING

6.1. The Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RFP Reference – Proposer name]. The Proposer's name is the name of the company/organization on whose behalf the proposal is being submitted, or the surname of the Proposer in case is bidding as a self-employed consultant. The proposal must be submitted in PDF format. The Proposer may submit multiple emails suitably annotated, e.g., Email 1 of 3, if the 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 (e.g. Dropbox, Google Drive, etc).

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.

7. ELIGIBILITY

7.1. [Donor-imposed eligibility criteria, e.g. the European Commission's Nationality Rule and Rule of Origin].

8. VALIDITY

8.1. The proposal must remain valid and capable of acceptance by IUCN for a period of 60 calendar days following the submission deadline.

9. WITHDRAWALS AND CHANGES

9.1. Proposers may freely withdraw or change their 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.

10. EVALUATION OF PROPOSALS

10.1. Completeness

IUCN will first check the proposals for completeness. Incomplete proposals will not be further considered.

10.2. Technical Evaluation

IUCN will evaluate technical proposals with regard to each of the following criteria and their relative importance:

10.2.1. Scoring Method

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

10.2.2. *Technical Score*

The score for each technical evaluation criterion will be multiplied by the respective relative weight and these weighted scores added together to give the proposal's overall technical score.

10.3. Financial Evaluation and Financial Scores

The financial evaluation will be based on the full total price submitted. Financial proposals will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds by the total price of your financial proposal.

The proposal's total score will be calculated as the weighted sum of the technical score and financial score.

The relative weights will be:

Technical: 70%
Financial: 30%

Subject to the requirements in Sections 5 and 7, IUCN will award the contract to the proposer whose proposal achieves the highest total score.

11. EXPLANATION OF PROCUREMENT PROCEDURE

11.1. IUCN is using the Open Procedure for this procurement. This means that all interested parties can submit a proposal.

11.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 3), taking note of the deadline for submission of questions in Section 4.1. 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 Proposer whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

11.3. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 4.1 gives an estimate of when the contract award is expected to be completed, however, this date may change depending on how long the evaluation of the proposals takes.

12. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

12.1. To participate in this procurement, the Proposers are required to submit a proposal, which fully complies with the instructions in this RFP and the Attachments.

12.1.1. It is the responsibility of each Proposer to ensure the submission of a complete and fully compliant proposal.

12.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result, will not be considered to proceed further in the procurement process.

12.1.3. IUCN will query any obvious clerical errors in a proposal and may, at IUCN's sole discretion, allow a Proposer to correct these, but only if doing so could not be perceived as giving an unfair advantage.

12.2. In order to participate in this procurement, the Proposer must meet the following conditions:

- Free of conflicts of interest.
- Registered on the relevant professional or trade register of the country in which is established (or resident, if self-employed).
- In full compliance with its 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 offense concerning professional conduct.
- Not involved in fraud, corruption, criminal organizations, money laundering, terrorism, or any other illegal activity.

12.3. Each Proposer shall submit only one proposal, either individually or as a partner in a joint venture. In the case of a 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 Proposer 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 Proposer's participation to be disqualified.

12.4. By taking part in this procurement, the Proposer accepts 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 Proposers 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.

13. CONFIDENTIALITY AND DATA PROTECTION

13.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information a Proposer submits to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate the 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 the proposals 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.

13.2. In the Declaration of Undertaking (Attachment 3) the Proposer needs to give IUCN express permission to use the information submitted in this way, including personal data that forms part of the proposal. Where a Proposer includes employee's personal data (e.g. CVs) in the proposal, the Proposer needs 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 the proposal.

14. COMPLAINTS PROCEDURE

14.1. If a Proposer has a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact sofiamariela.madrigal@iucn.org.

Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 3.1).

15. CONTRACT

15.1. The contract will be based on IUCN's template which terms of which are not negotiable.

16. ANNEXES

Annex 1 *Specification of Requirements / Terms of Reference*

Annex 2 *Letter of Interest*

Annex 3 *Declaration of Undertaking (select 2a for companies or 2b for self-employed)*

Annex 4 *Human Ressources Questionnaire*

**ATTACHMENT 1
TERMS OF REFERENCE**

**The Regional Office for Mexico, Central America, and the Caribbean of the
International Union for the Conservation of Nature**

(IUCN-ORMACC)

REQUIRES

**PROFESSIONAL CONSULTANCY SERVICES
FOR**

Consultancy Services for the Development and Implementation of the Policy and Governance Component of the Project Wise Use of Caribbean Wetlands for Climate Change Mitigation and Conservation of Their Ecosystem Services

Type of Contract:	Professional Consultancy Services
Period:	7 months
Availability:	Immediate
Person Responsible for Supervision:	Project Coordinator

1. BACKGROUND AND JUSTIFICATION

Caribbean wetlands support important economic activities such as nature-based tourism and fisheries. However, the Caribbean is one of the most vulnerable regions in the world concerning exposure to the effects of climate change and natural hazards, and many wetland ecosystems are at risk. Furthermore, these wetlands are also under several direct pressures including over-extraction, soil erosion, and water pollution.

The project “Wise Use of Caribbean Wetlands for Climate Change Mitigation and Conservation of their Ecosystem Services” is funded by the International Climate Initiative (IKI) of the Federal Republic of Germany and jointly implemented by IUCN and the Secretariat of the Convention on Wetlands.

The project aims to reinforce legislation and policy that support the management and wise use of Caribbean wetlands, thereby avoiding changes in their ecological character, increasing their resilience to climate change, and promoting the conservation of biodiversity and ecosystem services in the long term. Specifically, the project will improve governance and management of Wetlands of International Importance through four outputs:

- I. Assessments on current status, ecosystem services, and the vulnerability of 21 Caribbean Wetlands of International Importance to climate change;
- II. Identification of priority sites for climate change mitigation and adaptation as well as biodiversity conservation;
- III. Monitoring program in 8 Ramsar Sites in place and operation; and,
- IV. Increased awareness of all major stakeholders on the values of coastal wetlands.

Regarding the governance issues, the project's outcome indicators are clear in terms of what it is expected to achieve. These indicators are: 0.1 Policies and regulations that promote wise use of coastal wetlands effectively applied and 0.2 Land use and coastal and water management plans as well as sectoral or environmental policies (fisheries, tourism, fisheries) that include wetland benefits for the conservation and wise use of wetlands in all participating countries. These policy-influencing actions would support the four project outputs, as good wetland governance is crucial for implementing effective wetland management, particularly in the face of climate change impacts. To ensure successful implementation of the project and to facilitate the achievement of the required outputs, IUCN is hiring a Policy and Governance Consultant.

The Policy and Governance Consultant will provide technical assistance to the Project Coordinator, the Ramsar Convention on Wetland's Focal Points, and to national authorities in enhancing governance frameworks for wetlands management. The consultant will identify those processes that are taking place in the countries in terms of formulation, development, and improvement of policies and regulatory frameworks, both sectoral and environmental, to support the Ramsar Convention on Wetlands Focal Points and other countries' authorities to implement actions aimed at improving those frameworks. The Policy and Governance Consultant will also facilitate capacity-building activities for key actors in the participating countries thus influencing existing sectoral governance processes to incorporate wise use of wetlands principles.

2. OBJECTIVES OF THE CONSULTANCY

2.1. General: Develop the tools for policy influencing and provide capacity building on governance for key target groups in the countries.

2.2. Specific:

1. Develop and implement strategies for influencing national policies (including legal, regulatory, and institutional frameworks) to integrate principles of wise use of wetlands and climate change adaptation and mitigation.
2. Organize workshops, trainings, and knowledge-sharing sessions to build capacity among stakeholders on governance issues for effective wetland management and climate change.
3. Develop national action plans for improving policy, legal, and regulatory frameworks through policy influencing activities for the inclusion of the wise use of wetlands approach, for the project participating countries, taking into consideration their differentiated needs and capacities.

3. EXPECTED DELIVERABLES

No.	Deliverable	Description
1	Report of the revision of existing policies and development of a Multi Criteria Analysis Tool (MCA).	Revision of all environmental and climate change-related national policies and regulations, as well as relevant sectoral regulations pertaining to wetland conservation and management, with a special focus on water governance, gaps, challenges, and opportunities for the region. Based on the results of the review of national policy and legislation for the eight participating countries, develop a multicriteria analysis tool to determine whether countries need to update,

		<p>modify, or improve their legal frameworks to include explicitly wise use of wetlands.</p> <p>The MCA must set the basis for the development of National Action Plans for policy influencing activities for the inclusion of the wise use of wetlands approach.</p>
2	Multicriteria Analysis Tool Validation Report.	The MCA must be shared and validated in virtual consultations with the participant countries of the project before the implementation at the regional level. The report must include the results of the validations and contributions made by the participant countries.
3	Multi Criteria Analysis Tool implementation, and training report.	The MCA and training will be implemented and carried out in a regional workshop in one of the participant countries. The workshop will combine both, the implementation of the MCA and a training course on policy and governance based on specific and differentiated needs (Based on the revision of deliverable 1) from the countries to effectively implement the National Action Plans.
4	National Action Plans (NAP).	National Action Plans must be developed for each of the participating countries for improving policy, legal, and regulatory frameworks through policy influencing activities for the inclusion of the wise use of wetlands approach.
5	Final report.	Prepare a final report of activities implemented, including recommendations and following steps, with their respective annexes and means of verification.

4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

5.1. Activities and programming

Specific objectives	Activities	Months						
		1	2	3	4	5	6	7
Develop and implement strategies for influencing national policies (including legal, regulatory, and institutional frameworks) to integrate principles	<ul style="list-style-type: none"> Review the existing matrix and documents on analyses of policies and regulations related to wetlands management in the eight participating countries as well as other sectoral policies and regulations that could affect the ecological integrity of wetlands and provide recommendations for 							

<p>of wise use of wetlands and climate adaptation and mitigation.</p>	<p>achieving project outputs and indicators.</p> <ul style="list-style-type: none"> • Prepare a Multi-Criteria Analysis Tool to complete the existing matrix (based on the document mentioned above) as well as the country-by-country policies assessment matrix. 							
<p>Organize workshops, trainings, and knowledge-sharing sessions to build capacity among stakeholders on governance issues for effective wetland management and climate change.</p>	<ul style="list-style-type: none"> • Organize and carry out 8 national virtual workshops to validate the MCA with the countries. • Organize and carry out 1 regional workshop to: <ol style="list-style-type: none"> 1. Prepare national policy-influencing action plans based on MCA and inputs from the 8 participating countries. • Train the 8 target countries through virtual sessions, one session per country, to develop the capacities of the participant countries for the implementation of the National Action Plans. 							
<p>Develop national action plans for the project participating countries, taking into consideration their differentiated needs and capacities.</p>	<ul style="list-style-type: none"> • Based on the results of the regional workshop and virtual national consultations, prepare a policy-influencing action plan for each participating country (8). This plan should contain (at least): <ol style="list-style-type: none"> 1. Specific actions identified by the participating countries for promoting changes/improvements in specific policy processes (environmental or from other sectors), regulations, and institutional settings that include or may impact wetlands benefits or ecosystem services, climate change, water resource management, and environmental impacts, among others. 2. Recommendations for institutional strengthening and/or reforms for implementation. 3. Participating country's training needs for policy influencing at the national level. 							

	<p>4. Identification of resources available in the countries to implement the plans.</p> <p>5. National work plans for implementing at least policy influencing concrete actions.</p> <p>6. Skills and capacities required by target groups to pursue effective political influencing on wetland-related governance issues within their respective countries.</p>							
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5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
Revision of existing policies and Multi-Criteria Analysis Tool (MCA)	Month 2	20%
Multicriteria Analysis Tool Validation Report	Month 3	20%
Multi-Criteria Analysis Tool implementation, and training report	Month 4	30%
National Action Plans (NAP)	Month 6	
Final report	Month 7	30%

- All products will be paid once delivered to IUCN’s complete satisfaction.
- Disbursements will depend on the availability of funds from the donor.
- The consultant/consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.
- All expenses necessary for the implementation of this consultancy will be covered by the consultant/consulting firm.
- The financial proposal must reflect the breakdown of the cost per product and the total cost of the consultancy.

6. TECHNICAL PROFILE

For the development of this consultancy, the following profile is required:

- At least a master’s degree level in Sustainable Development, International Development, international law, environmental law, water resource management, and water governance and related fields.
- At least 5 years of experience in Sustainable Development, International Development, International Law, Environmental Law, Water Governance, Climate Change Governance, Water Resources Management, or Policy Influencing.
- Strong understanding of governance frameworks, policy processes, and international conventions related to the environment, wetlands conservation, and climate change.
- Experience working with multisectoral and multistakeholder levels.
- Excellent interpersonal skills and strong ability to work efficiently, and proactively, with respect for and sensitivity to multi-cultural and multi-stakeholder approaches.

- *Excellent communication, negotiation, and networking skills.*
- *Problem solving, creativity, initiative, and innovation.*
- *Ability for interpersonal relationships and teamwork.*
- *Ability to work with people from different cultural and professional backgrounds.*
- *Willingness to travel at the national level and internationally, whenever required.*
- *Fluency in written and spoken English and Spanish.*

7. PERIOD AND COORDINATION

The period of the consultancy will be 7 months.

Form of work (with Unit/Project): To achieve the products from this consultancy, the consultant is required to work closely with the Project Coordinator and the Technical Officer. All work completed must first be submitted for review and approval of the Project Coordinator and subsequently submitted to the IUCN ORMACC for review, approval, and payment.

ANNEX 2: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date _____.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature _____

Full name of the proposer or legal representative _____

ATTACHMENT 3a – SELF-EMPLOYED PROPOSER

DECLARATION in relation to RfP <Consultancy for the Development of the Policy and Governance Component of the project Wise Use of Caribbean Wetlands for Climate Change Mitigation and Conservation of Their Ecosystem Services>

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organization or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorize IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favorable. I acknowledge that IUCN is required to retain my 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.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regard to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interest I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interest.
5. I have never been convicted of grave professional misconduct or any other offense concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism, or involvement in a criminal organization.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organization will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature>

ATTACHMENT 3b - For Consulting Companies

DECLARATION in relation to RfP <Consultancy for the Development of the Policy and Governance Component of the project Wise Use of Caribbean Wetlands for Climate Change Mitigation and Conservation of Their Ecosystem Services>

I, the undersigned, hereby confirm that I am an authorized representative of the following organization:

Registered Name of Organization (the "Organization"): _____

Registered Address (incl. country): _____

Year of Registration: _____

I hereby authorize IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

Where the Proposal includes Personal Data as defined by the European Union's General Data Protection Regulation (GDPR), I confirm that the Organization has been authorized by each Data Subject to share this data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organization is duly registered in accordance with all applicable laws.
2. The Organization is fully compliant with all its tax and social security obligations.
3. The Organization and its staff and representatives are free of any real or perceived conflicts of interest with regard to IUCN and its Mission.
4. The Organization agrees to declare to IUCN any real or perceived emerging conflicts of interest it or any of its staff and representatives may have concerning IUCN. The Organization acknowledges that IUCN may terminate any contracts with the Organization that would, in IUCN sole discretion, be negatively affected by such conflicts of interest.
5. None of the Organization's staff has ever been convicted of grave professional misconduct or any other offense concerning their professional conduct.
6. Neither the Organization nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism, or involvement in a criminal organization.
7. The Organization acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organization will entitle IUCN to terminate any and all contracts with the Organization with immediate effect.
8. The Organization is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organization complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organization is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organization agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organization has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature of authorized representative of the Proposer>
< Name and position of authorized representative of the Proposer >

ATTACHMENT 4: HUMAN RESOURCES QUESTIONNAIRE

HR Questionnaire for Consultancy Contracts

Consultant / Company Name _____

Country of Residency _____

Required Checks

	Yes	No
Are payments linked to deliverables?	<input type="checkbox"/>	<input type="checkbox"/>
Does the consultant have official invoices?	<input type="checkbox"/>	<input type="checkbox"/>

Required documents

	Yes	No
Professional insurance/medical insurance policy statement, valid during the project's execution term	<input type="checkbox"/>	<input type="checkbox"/>
Civil responsibility policy: should include at least coverage for physical injuries and/or death of third persons, and coverage for damages to others' property	<input type="checkbox"/>	<input type="checkbox"/>

The Consultant understands that, in case of answering NO to any of the previous questions, it is his/her responsibility to assume any legal implication or cost that is derived from it to the detriment of IUCN.

Other Assignments

Name other organizations for which the consultant has previously worked for: _____

Previous assignments with the IUCN (please indicate the last three):
1. _____
2. _____
3. _____

Are you currently working on a consulting with IUCN? If so, please specify the name of the consultancy, the person responsible for the consultancy and the end date.

For Self-Employed Consultants:

Is the Consultant part of one of IUCN Commissions?

Yes _____ No _____

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If so, please indicate which of the following Commissions:

- World Commission on Protected Areas
- International Law Commission
- Species Survival Commission
- Commission on Ecosystem Management
- Commission on Education and Communication
- Commission on Environmental, Economic and Social Policy

For Consultant Companies:

Is the Company/Organization an IUCN Member?

Yes No

Consultant Signature: _____

Date: _____