



Request for Proposals (RfP)
National consultant, territorial MSD and proposal development

IUCN ESARO Ethiopia Office, BIODEV2030 Phase 2
RfP Reference: IUCN-25-04570

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 Kenya, jolly.chemutai@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
8 January 2025	Publication of the Request for Proposals
13 January, 2025	Deadline for expressions of interest
15 January 2025	Deadline for submission of questions
16 January 2025	Planned publication of responses to questions
31 January 2025	Deadline for submission of Proposals to IUCN (" Submission Deadline ")
1 February	Clarification of Proposals
8 February	Planned date for contract award
15 February	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
3	State your annual turnover for each of the past 3 years
4	How many employees does your organisation have who are qualified for this 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:

	Description	Information to provide	Relative weight
1	Methodology and work plan		30%
1.1		<ul style="list-style-type: none"> • Clarity on the completeness of the tender (10%) 	
1.2		<ul style="list-style-type: none"> • Clarity on the proposed approach, method and workplan (15%) 	
2	Qualifications and expertise of proposed consultants: [If applicable add separate sub-criteria of specialisms required]		30%

2.1		<ul style="list-style-type: none"> Proven ability to engage with a variety of stakeholders and capture the diverse perspectives of Ministers, policy makers, business leaders, trade associations, NGOs, local communities, indigenous peoples, (15%) 	
2.2		<ul style="list-style-type: none"> Good knowledge of the social and environmental responsibility of companies at the national and regional level (10%) 	
2.3		<ul style="list-style-type: none"> Proven experience and capabilities in facilitating multi-stakeholder processes (15%) 	
3	Experts/Subject matter experts:		40%
3.1		<ul style="list-style-type: none"> Postgraduate in public policy , economic policy , particularly in the agricultural economics or any other fields of study relevant to analysis of crops production, livestock development, and agroforestry. (15%) 	
3.2		<ul style="list-style-type: none"> 10 years of experience in policy analysis in the targeted economic sectors and in designing recommendations to decision-makers. (10%) 	
3.3		<ul style="list-style-type: none"> At least 5 years of experience in support and advice in integrating biodiversity conservation and sustainability into sectoral policies and/or business strategies and investments. (10%) 	
		<ul style="list-style-type: none"> Excellent command of written and spoken English and local language of the project territory(Afan Oromo) 5% 	
TOTAL			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 USD.

4.5.5. *Breakdown of rates and prices*

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

	Description	Quantity (days)	Unit Price	Total Price
1	Consultant daily fee			
2	Logistic fee			
	TOTAL			

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: National consultant to facilitate territorial multi-stakeholder dialogue and to develop a project proposal to mobilize resources for supporting biodiversity conservation and mainstreaming into productive practices in the Bale eco-region of Ethiopia

Objective of the Consultancy

This consultancy has the following objective(s):

1. Facilitate territorial dialogue to support sustainable production practices
2. Identify existing sustainable practices and projects that can be synergized to further promote adoption of sustainable production practices
3. Develop territorial project proposal to support the efforts of mobilizing resources to support implementation of practices favor biodiversity preservation and sustainable development.

Background

Project Reference: PA04570

Donor reference: Donor project reference (not donor reporting code!), where applicable

About IUCN

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About the Project

1. Context

2. Ethiopia, renowned for its rich biodiversity and diverse ecosystems, faces significant challenges in balancing agricultural, livestock, and forestry practices with biodiversity conservation. The country's key production sectors – agriculture, livestock, and forestry – play crucial roles in its economy and livelihoods. However, their impact on biodiversity necessitates careful analysis and advocacy for biodiversity-friendly measures¹.
3. The Government of Ethiopia, in collaboration with international partners and stakeholders, is committed to integrating biodiversity conservation into sectoral policies and practices.
4. Recognizing the need for evidence-based policymaking, there is a demand for a national consultant to support facilitation of territorial stakeholder dialogue and preparation of bankable proposal towards implementation of sustainable practices in the agriculture, livestock and forestry sectors in the Bale eco-region (BER) of Ethiopia where BIODEV2030 phase 2 project is supporting change of production practices as its pilot project site.
5. The assignment aims to facilitate collaborative dialogue among stakeholders to co-create framework of promoting sustainable production practices by inputting outcomes of the multistakeholder dialogue into territorial project design.

¹ BIODEV2030 Phase 1 project (2022): National Biodiversity Threat Assessment and Drivers of Biodiversity Loss in Ethiopia report

Description of the Assignment

The consultant will be responsible for designing and facilitating three local workshops aimed at building consensus around a pilot territorial project that can be presented to private donors and public finance stakeholders. Based on the consensus reached among participants, the consultant will lead the development of at least one feasible project proposal. This project must incorporate key actions to align biodiversity conservation with development with the sectors prioritized by the project. The consultant's design and facilitation will foster constructive exchanges among all stakeholders, promoting ownership of key sectoral issues discussed at the national level and through various studies (IPPS, diagnostics). The consultant will engage experts on an ad hoc basis to support the implementation of extension activities.

Main tasks for the national policy analyst expert

- Each workshop will last up to two day, spread over a period of 12 months, thus allowing cycles of action and reflection, and will take place between January 2025 and December 2025.
- The consultant and Senior Program Officer will have worked, if necessary with relevant actors, a strategy of invitation and mobilization of key stakeholders and ensure their mobilization throughout the project.
- The local workshop will welcome up to 50 participants from government, decentralized public administration, private sector (and particularly representatives of the economic sector covered by the pilot project), civil society, local communities, and development assistance or financial sector organizations, which will be encouraged to participate in the 3 workshops.
- The inclusion of gender in the participant list, with the goal of achieving gender parity when conditions allow.
- The consultant will ensure, if deemed relevant by the Senior Program Officer/TA, the follow-up of participants/ entity representatives to allow continuity and progress of exchanges between workshops.
- This dialogue format should be designed to accommodate busy schedules, potentially requiring some key participants to spend more than 3 hours on dialogue activities for decision-making.
- In addition to the three local workshops, up to 10 meetings with key stakeholders and resource persons may be organized to provide further insights for the dialogue during the workshops. If needed, resource persons or experts may be invited to the workshops, particularly when the dialogues aim to include well-informed, co-created outcomes and actions that should be reflected in the development of territorial projects.
- Work will be conducted directly with the SPO/TA and trios at the national and regional levels, respectively, based on the project objectives and the needs of stakeholders.
- The consultant will simultaneously manage the territorial multi-stakeholder dialogue process, prepare the territorial project proposal, and engage donors to support the implementation of sustainable practices outlined in the country analysis report and agreed upon by stakeholders.

Specifically, the consultant will :

- Propose a dialogue process, based on 3 local workshops.
- Support the design of the workshop objective and program.
- Align with the national project coordinator to conduct activities during workshops.
- Produce reports documenting the results of each workshop and recommendations to adapt dialogue, if necessary.
- Support the mobilization of stakeholders who implement or support similar sustainable production practices for synergetic action.
- Facilitate collaborative identification of problems and proposal of changes used as key inputs for the territorial project.
- Suggest Identification of key donors need to engage the territorial dialogue and project preparation.
- Support mobilization of government support for the development of territorial project;
- Draft the territorial project proposal.

Duration of the Assignment

from 15th February 2025 to 28th t February 2026.

Deliverables and Activities

1. Deliverable

Deliverable	Estimated working days for completion
<p>Deliverable 1: Facilitation approach A 2-page report explaining the context and articulating the ambition and objectives of the local dialogue of BIODEV2030 Phase II, in support of actions needed to align development and conservation, while describing the overall facilitation approach.</p>	8
<p>Deliverable 2: System Diagnostics A diagnostic report on the current local system concerning the project envisaged (by the national platform) and recommendations to structure the dialogue process and the 3 workshops leading to consensus on the pilot project to be conducted. Simultaneously, a desk review will be undertaken to frame a territorial project for initial discussion at the territorial dialogue session</p>	8
<p>Deliverable 3: Workshop Program A comprehensive workshop cycle framework note + full and explanatory facilitation notes for each workshop, including: - The context of the workshop; - The objective of the workshop; - The facilitation tools mobilised; - The integration of the workshop outcome into the further facilitation process. - Information on participants ; - Information on the timetable; - the programme (sequences, questions, materials...);</p>	8

-Gather a baseline information on unsustainable production practices and desired future conditions to implement practices favour biodiversity, compile case stories of sustainable practices need to be scaled up through the territorial project and prepare them for opinion of participants at territorial dialogue session	
Deliverable 4: Facilitation of workshops Facilitation of 3 local workshops (and about 10 preparatory meetings, if applicable), including appropriate and challenging group processes, maintaining sustained participation, guiding the group towards agreed outcomes, and by showing a positive professional attitude. Also outline the territorial project preparation process and gather inputs for the same.	5
Deliverable 5: Workshop reports and progress on territorial proposal A 2-page report on local workshops, describing in particular: the list of participants, a summary of discussions, the main results obtained, group dynamics (dialogue and facilitation dynamics) and an outline of territorial project proposal compiling draft theory of change, KPIs and deliverables	10
Deliverable 6: Project brief following the workshops A summary including: <ul style="list-style-type: none"> - Summary of workshops, - Key emerging issues on the pilot project, - Consensus guidelines, - Possible points of disagreement - Solutions/Opportunities - Inputs generated for teh territorial project proposal and directions agreed to advance the proposal - List of key donors identified and or engaged for the territorial proposal 	5
Deliverable 7: Advanced draft final project proposal: -Executive summary and ToC of the project -Full drat final project proposal	6
Total	50

Payment Schedule

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

Deliverable	Milestone payment
Delivery of the territorial workshop over the time of 10 months evenly distributed to the facilitation events	38% of the total fee
Submission and approval of the draft project proposal	30%
Presentation and submission of the final project proposal	32%

Skills and Experience

This position requires strong expertise and knowledge appropriate to dialogue, consensus building, proposal writing and presentation of compelling proposal to key donors. This assignment requires a post graduate training in economics, agriculture, ecology, sustainable development or any other related field with the following hands-on experience and skills:

- More than 7 years of experience in design and facilitation, using a variety of approaches and tools, with a particular focus on the use of systemic thinking ("systemic thinking");

- Strong knowledge of social, economic and environmental issues as well as key players in Bale eco-region and the entire country;
 - Ten years of experience working with multi-stakeholder and multi-sector groups, forging collaborations and collective agreements despite differences of opinion and perspectives;
 - Proven experience in project proposals development;
 - Strong knowledge of key donors operating in Ethiopia, particularly in the Bale -eco region;
 - Strong political instincts. Multiple experiences working in different political and cultural contexts. Ability to understand the impact and influence on the process and commitment to adapt these processes to the current context;
 - Excellent collaborative work skills, with an openness to change and the ability to receive/integrate feedback;
 - Proven experience in promoting diversity and inclusion in dialogues;
 - Excellent ability to design and implement projects, organize and implement stakeholder negotiations and reporting.
 - Ability to work under pressure and meet tight deadlines.
 - Exceptional communication and advocacy skills.
 - Excellent presentation and facilitation skills.
 - Integrity and ethical standards demonstrated.
- Proficiency in English and Afan Oromo language and French as a plus

Supervision and coordination

The consultant will report to and work under the supervision of BIODEV2030 Senior Programme Officer.