



Request for Proposals (RfP)

Consultancy Services for “Herpetologist to support the Strengthening Access and Benefit-Sharing (ABS) Policies and Institutional Frameworks through Demonstrable Models in Saint Lucia”

International Union for Conservation of Nature and Natural Resources
Regional Office for Mexico, Central America and the Caribbean

Country: Saint Lucia

Name of the Project: Strengthening Access and Benefit-Sharing (ABS) Policies and Institutional Frameworks through Demonstrable Models in Saint Lucia

Budget Line: PA04314.C3/DR04314.IC-HER

AOP Code: PO4314

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 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.

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations 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 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/>

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.

IUCN Contact: 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
10 April 2025	Publication of the Request for Proposals
01 May 2025	Deadline for submission of questions
09 April 2025	Deadline for submission of proposals to IUCN (" Submission Deadline ")
13 May 2025	Clarification and evaluation of proposals
15 May 2025	Planned date for contract award
01 June 2025	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. For 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

- Copy of identification document or passport (in case of being a foreigner)
- Copy of legal invoice for fees collection.

- c. Copy of resume
- d. Letter of interest signed, indicating that the Consultant have read, understood and accept 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 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 have read, understood and accept 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	Consultant qualifications and experience that is relevant for the achievement of the required tasks	<i>Consultant CV</i> <i>Narrative description of consultant work experience that is relevant to the tasks within scope of this contract.</i>	40%
2	Technical quality of the proposal	<i>Clear, concise, and compelling description of how the consultancy will be conducted, including (but not limited to): problem statement, objectives, methodology, workplan and timetable, team (if applicable), budget, risk management, expected outputs, references.</i>	40%
3	Feasibility and quality of the proposed workplan	<i>Gantt chart detailing activities to be implemented and respective timelines, as well as delivery of technical products.</i>	20%
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 (in United States Dollars) 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 USD500,00 broken down as follows:

Expense type	Maximum amount
Surface Transportation	\$500USD

- 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				
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*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 name is the name of the company/organisation 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 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. N/A

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 firstly check your proposal for completeness. Incomplete proposals will not be considered further.

10.2. Technical Evaluation

IUCN will evaluate technical proposals with regards 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 with 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 upon 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 proposals 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 Invitation Procedure for this procurement. This means that only invited bidders may submit a proposal. IUCN typically invites from four to six bidders to 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 3.1. 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 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 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 consider 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 offence concerning professional conduct
 - Not involved in fraud, corruption, a criminal organisation, 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 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 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 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 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 include personal data of employees (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 Resources 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

**“Herpetologist to support the Strengthening Access and Benefit-Sharing (ABS) Policies and
Institutional Frameworks through Demonstrable Models in Saint Lucia”**

Type of Contract:	Professional Consultancy Services
Period:	7 months
Availability:	Immediate
Person Responsible for Supervision:	Beana Joseph, National Project Coordinator, IUCN ORMACC

1. BACKGROUND AND JUSTIFICATION

Saint Lucia, like many other Caribbean nations, faces ongoing challenges in protecting its biodiversity while ensuring sustainable access and equitable benefit-sharing (ABS) of its biological resources. The country currently lacks formal mechanisms to track or regulate bioprospecting, leading to concerns about the uncontrolled extraction of genetic resources and missed opportunities for local stakeholders to benefit from their commercial use. The absence of a structured ABS framework has resulted in delays or denials of research requests, despite growing interest in Saint Lucia’s unique flora and fauna.

This is particularly critical for species of conservation concern, such as the **Saint Lucia Viper** (*Bothrops caribbaeus*) and the **Lansan tree** (*Protium attenuatum*), both of which face significant threats. These challenges must be addressed to realize potential benefits from their sustainable use.

The Saint Lucia Viper, an endangered species, is increasingly affected by habitat modification, invasive species, and negative public perceptions. Reports from the Forestry Department indicate that encounters with the viper are occurring in previously unrecorded locations, likely due to population

shifts and the natural reforestation of abandoned farmland. However, these encounters frequently result in high snake mortality rates, with over 80% of cases leading to the viper being killed. Contributing factors include inadequate protective equipment, limited knowledge about the species, and insufficient technical capacity for safe handling. Without conservation interventions and public education efforts, the species remains at risk of further decline.

Similarly, the Lansan tree, valued for its resin, is under severe threat due to overexploitation and disease, with up to 60% of tapped trees dying. While sustainable harvesting methods have been introduced, further research and management strategies are necessary to ensure the species' long-term survival.

To address these challenges, Saint Lucia has taken steps to strengthen its policy framework under the Nagoya Protocol on Access and Benefit-Sharing, becoming a Party to the Protocol in 2022. The country has since developed a draft ABS policy, legislative provisions, and agreement templates to guide negotiations on resource access and benefit-sharing. However, gaps remain in fully operationalizing these mechanisms, particularly in integrating conservation priorities with sustainable utilization.

The Strengthening Access and Benefit-Sharing (ABS) Policies and Institutional Frameworks through Demonstrable Models in Saint Lucia Project is a four-year initiative funded by the Global Environment Facility (GEF) and implemented by the United Nations Environment Programme (UNEP). The project is executed in collaboration with the International Union for Conservation of Nature (IUCN) Regional Office for Mexico, Central America, and the Caribbean (ORMACC) and the Department of Sustainable Development within the Ministry of Education, Sustainable Development, Innovation, Science, Technology, and Vocational Training in Saint Lucia.

Under Component Three, the project aims to conduct an updated population survey of the Saint Lucia Viper to inform management strategies that balance biodiversity conservation, public safety, and equitable benefit-sharing, ultimately supporting the implementation of a functional ABS framework in Saint Lucia.

This consultancy will result in the development of safe handling protocols for the Saint Lucia Viper, training in population survey methodologies, and distribution and migratory pattern assessments. The final goal is to produce a report outlining the viper's current distribution using georeferenced data, focusing on population density and migratory trends.

2. OBJECTIVES OF THE CONSULTANCY

2.1. General:

The objectives of this consultancy are as follows:

- 2.1.1 Assess** the current population status of the Saint Lucia Viper (*Bothrops caribbaeus*).
- 2.1.2 Generate** ecological and distribution data to enhance species conservation efforts.
- 2.1.3 Utilize** data from the assessment to recommend conservation and management approaches for the species while ensuring public safety within affected communities.

2.1.4 Provide training on the safe handling of the Saint Lucia Viper.

2.2. Specific:

2.2.1 Develop protocols for safely handling the Saint Lucia Viper and conduct safe handling training for staff of relevant agencies and community groups.

2.2.2 Conduct a population survey and effective management training of the Saint Lucia Viper

- Develop a training curriculum for conducting population surveys for the Saint Lucia Viper
- Conduct training for relevant agencies on how to undertake regular population surveys.
- Conduct training on the effective management of the Saint Lucia Viper

2.2.3 Conduct scientific studies on the ecology, biology and distribution of the Saint Lucia Viper

- Produce georeferenced mapping on the population distribution and range of the Saint Lucia Viper
- Identify migratory patterns and settlement areas for the Saint Lucia Viper

- 3 Prepare** a Final Recommendations Report on updated population assessment of the Saint Lucia Viper to inform management approaches by the Forestry Department to facilitate sustainable resource use and enhance public safety.
- Examine the existing management plan for the Saint Lucia Viper and provide recommendations, if necessary, based on the results of the population survey to enhance its implementation

3. EXPECTED DELIVERABLES

No.	Deliverable	Description
1	Inception Report	The Inception Report should be delivered, no later than two (2) weeks after the inception meeting. The report should include the following: overall work plan, stakeholder listing, and data collection tools.
2	Safe Handling Protocols & Training Report	A set of protocols outlining the safe handling of the Saint Lucia Viper. These protocols should include safety measures and practical guidelines on preventing snakebites and responding to viper envenomation. Additionally, they should provide identification criteria and distinguishing features of the Saint Lucia Viper.
3	Population Survey Curriculum Package and Training Report	The report should be a comprehensive training module on conducting population surveys and species management. The report should summarise training sessions conducted on

		population surveys, with staff from the relevant agencies. The report should include documentation of participants, training materials, and key takeaways from the sessions.
4	Scientific Report on the Ecology, Biology, and Distribution of the Saint Lucia Viper	A detailed study including georeferenced maps showing: • Viper Population distribution and density. • Human-snake conflict zones. • Viper movement patterns and settlement areas.
5	Recommendations Report on Updated Population Survey and Saint Lucia Viper Management Plan	A consolidated report summarizing all training sessions, recommendations based on the trainings, and findings from the completed population survey. The report should include a review of the existing Saint Lucia Viper Management Plan, recently completed by Fauna & Flora International (FFI). This review will assess how the latest distribution, density, and movement data from the population survey can enhance the plan's implementation. Based on the survey results, the report will provide targeted recommendations, if necessary, to strengthen management strategies.

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							
		1	2	3	4	5	6	7
Safe Handling Protocols	• Development of Work plan for completion of required work • Conduct an inception meeting • Develop Safe Handling Protocols for handling of Saint Lucia Viper • Protocols should be developed based on location and community safety concerns, human/snake conflicts • Protocols should be developed based on captivity vs management in the wild • Prepare protocols/guidelines							

Report on safe handling training completed	• Once the safe handling protocols have been developed, it is expected the consultant will complete a safe handling training, based on the protocol • Training should be done with staff from the relevant agencies and community groups, including the Forestry Department and relevant community groups • Develop report on training sessions							
Population survey Curriculum Package and Training Report	• Develop a population survey curriculum for training relevant agencies • Complete training on how to conduct population survey and effective management of the Viper							
Scientific Report on the Ecology, Biology, and Distribution of the Saint Lucia Viper	• Conduct population survey of the Saint Lucia Viper highlighting distribution, migratory patterns and density • Highlight critical corridors and habitats for the saint Lucia Viper • Highlight areas of human/snake conflict • Establish distribution and migratory patterns on a georeferenced map							
Recommendations Report on Updated Population Survey and Saint Lucia Viper Management Plan	• Review of the existing Saint Lucia Viper Management Plan, recently completed by Fauna & Flora International (FFI) • Update the management plan based on the survey results to strengthen management strategies. • Prepare recommendations report based on Population survey and training sessions • Host all relevant stakeholders for a validation meeting							

5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
1- Inception Report and Safe Handling Protocols	During the 1 st Month of the contract During the 2 nd Month of the contract	20%
2- Safe Handling Training Report & Population Assessment Curriculum Package and Training Report	During the 3 rd Month of the contract During the 4 th Month of the contract	30%
4- Scientific Report on the Ecology, Biology, and Distribution of the Saint Lucia Viper.	During the 6 th Month of the contract	20%
5- Recommendations Report on Updated Population Survey and Saint Lucia Viper Management Plan	During the 7 th Month of the contract	30%

- Payment for each deliverable will only be initiated when the work has been completed to the entire satisfaction of the Government of Saint Lucia through the Department of Sustainable Development, working in collaboration with the IUCN-ORMACC office.

-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.

6. TECHNICAL PROFILE

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

- Degree in ecology, wildlife, conservation biology, or a closely related field with a background in herpetology. The degree should emphasize data collection and management protocols.
- At least 5 years' experience in doing similar consultancies is required
- Experience in GIS/mapping
- Proven track record in conducting wildlife surveys
- Excellent skills in technical reporting, presenting and communicating.
- Familiarity with work on the Saint Lucia Viper or other Bothrops species is a plus
- The language for this consultancy is English

7. PERIOD AND COORDINATION

The period of the consultancy will be 7 months beginning May 2025.

Form of work (with Unit/Project): To achieve the products from this consultancy, the consultant is required to work closely with the Project Coordinator, the Department of Forestry, The Department of Sustainable Development and the IUCN OMARCC Office.

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 Service >

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

Full name (as in passport):

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

I hereby authorise 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 my Proposal in its entirety for 10 years after then 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 regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests 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 interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation 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 <name of the Consultancy Service>

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

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

Registered Address (incl. country): _____

Year of Registration: _____

I hereby authorise 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 then 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 Organisation has been authorised 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 Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation's staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation 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 Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation 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 Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation 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 authorised representative of the Proposer>

< Name and position of authorised 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?	☐	☐
Does the consultant have official invoices?	☐	☐

Required documents

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

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 _____

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: _____