



Request for Proposals (RfP)

Consultancy Services to Support Development of Integrated Coastal Zone Management Action Plans and Inclusion of the Wise Use Approach in Wetlands of International Importance in ICZM Processes for 8 Caribbean Countries.

International Union for Conservation of Nature and Natural Resources

Regional Office for Mexico, Central America and the Caribbean

Country: Regional

Name of the Project: “Wise Use of Caribbean Wetlands for Climate Change Mitigation and Conservation of Their Ecosystem Services”

Budget Line: P90162, PA90162.00

AOP Code: 25-RAM84

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. 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
15/05/25	Publication of the Request for Proposals
23/05/25	Deadline for submission of questions
02/06/25	Deadline for submission of proposals to IUCN (" Submission Deadline ")
06/06/25	Clarification and evaluation of proposals
13/06/25	Planned date for contract award
01/07/25	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. 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 consider the amendment 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 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	Methodology to be implemented	A detailed description of work to be implemented; the procedure of the consultancy; instruments and parameters to be used; and participants to be engaged.	15%
2	Schedule with logical dimension of time	A matrix of activities with scope of work and timelines to achieve the objective of consultancy	15%
3	Qualifications Bachelors' Degree or equivalent academic attainment in any of the following fields: ICZM, Marine Spatial Planning, or similar field	Company Profile / CV of the consultant(s)	20%
4	At least 5 years' experience doing coastal zone or marine spatial planning or similar experience	Company Profile. CV of personnel responsible for the Consultancy. Evidence of similar deliverables – PDF, link	30%
5	Experience developing policies, management plan etc related to wetlands or marine environment	Company Profile. CV of personnel responsible for the Consultancy. Evidence of similar deliverables – PDF, link	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 **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 (**USD**) broken down as follows:

Expense Type	Maximum Amount
N/A	

- 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 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. Not applicable.

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 4 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 an Open Procedure for this procurement.

11.2. 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. 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 3.1 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

12.1.1. 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.

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

12.1.3. 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.

12.1.4. 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

TO

“Support Development of Integrated Coastal Zone Management Action Plans and Inclusion of the Wise Use Approach in Wetlands of International Importance in ICZM Processes for 8 Caribbean Countries”.

Type of Contract:	Professional Consultancy Services
Period:	6 months
Availability:	Immediate
Person Responsible for Supervision:	Melesha Banhan, Project Coordinator

1. BACKGROUND AND JUSTIFICATION

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/>

About the Project

1. Background

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 with respect to exposure to the effects of climate change and natural hazards, and many wetland ecosystems are at risk. Furthermore, these wetlands are also under a number of 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 ultimate aim of the project is to reinforce legislation and policy that support management and wise use of Caribbean wetlands, thereby avoiding changes in their ecological character, increasing their resilience to climate change, and promoting 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.

2. Role of the Consultant (Team)

To support the completion of the project Output II, in particular the indicator “Implementation of Integrated Coastal Zone Management (ICZM) and Maritime Spatial Planning by national governments of the participating countries,” and the inclusion of the Wise Use Approach in Wetlands of International Importance in ICZM processes, the consultant will work closely with the IUCN ORMACC and the IUCN Wetlands and Water Team (WWT) project team. With the support of subcontractors IHE Delft Institute for Water Education and Charles Sturt University, the consultant will implement Activity II.3: “Support Integrated Coastal Zone Management Plans in the process of preparation and make contributions to plans developed for individual Wetlands of International Importance in coordination with relevant authorities and stakeholders, including local communities.”

The key activities under the obligations of this TOR are:

1. Engage, in close coordination with IUCN ORMACC, National Ramsar Focal Points, site managers, and relevant stakeholders within the framework of the project to support ICZM.
2. Work with the project coordinator, technical officer, and subcontractors to develop activities described in section 3.
3. Provide regular updates to the project coordinator and the technical officer, on the implementation of the activities described in section 3, and provide reports of progress made to feed into the progress report to be shared with the Ramsar Secretariat in compliance with BMUV- IKI requirements.

This TOR is issued under Component 1 of the Project, specifically Output 1.1.2 which aims to revise relevant legal and regulatory framework to support the implementation of the updated St. Christopher National Physical Development Plan.

2. OBJECTIVES OF THE CONSULTANCY

2.1. General:

- To develop national action plans on ICZM and promote the incorporation of the wise use of wetlands approach and principles in ongoing and potential processes of ICZM in the participating countries

2.2. Specific:

- Compile, complete, review and organize information on Integrated Coastal Zone Management in the 8 participating countries for the assessment of national framework and prioritized Wetlands of International Importance according to Activity II.3
- Prepare an action plan for each one of the prioritized sites using a participatory approach with national, local stakeholders, and decisionmakers to support ongoing ICZM considering Wetlands of International Importance.
- In coordination with the project coordinator and the technical officer, provide technical support to the Ramsar Focal Points and other authorities, to implement at least one relevant activity of the action plan agreed
- Provide support to the project in the preparation of a regional training workshop on ICZM and wetlands-wise use, based on the Capacity Needs Assessment Developed by IHE Delft and demand from the countries

3. EXPECTED DELIVERABLES

Activity	Role of the Consultant	Expected Deliverables ¹	Resources
1. Compile, complete, review and organize information on Integrated Coastal Zone Management in the 8 participating countries for the assessment of national framework and prioritized Wetlands of International	The consultant will be responsible for reviewing and organizing information on Coastal Zone Management and preparing the expected deliverables for each of the prioritized Ramsar sites across the 8 participant countries in the project.	A report containing the state of the ICZM instruments in the 8 participant countries of the project, including: 1. Whether the ICZM processes consider the current Ramsar sites for each country 2. Existing legislation, incentives, sectorial policies, and	Information gathered by the project team and validated by the countries in previous regional workshops. Additional and updated primary and secondary information to be sought by the consultant and provided by the 8 participant countries that is available on the

¹ All report templates must be agreed with IUCN ORMACC

Importance according to Activity II.3.	The project technical officer and the project coordinator will provide the available information gathered during previous project events to the consultant, including: 1. Reports. 2. Maps. 3. Presentations prepared by countries in Cuba 4. Relevant legislation.	regulations as they relate to IZCM ² . 3. Assessment of progress made in the design of IZCM in each country and the consideration of Wetlands of International Importance. 4. Recommendations to the project considering gaps and opportunities.	official government websites or through other sources.
2. Prepare an action plan for each one of the prioritized sites using a participatory approach with national, local stakeholders, and decisionmakers to support ongoing IZCM considering Wetlands of International Importance.	The consultant will have primary responsibility for carrying out virtual meetings with the participating countries, including the structure, in close coordination with the technical officer and project coordinator, of the agenda and contents/methodologies for the meeting when necessary. The project coordinator and technical officer will facilitate contacts and support the logistics for the preparation of the virtual meetings as needed.	Action plan and the methodology used for its design for each prioritized site in each participant country of the project. developed based on the validated information, to influence ongoing processes to integrate the Wise Use Approach.	Virtual meetings with the participant countries, support in the field from the national liaison officers, project coordinator, and technical officer. Technical support from the ORMACC project coordinator and the subcontractors will be provided.
3. In coordination with the project coordinator and the technical officer, provide technical support to the Ramsar Focal Points and other authorities, to implement at least one	The consultant will be primarily responsible for providing support to the 8 participating countries/prioritized sites to implement activities identified in the agreed action plan. This will be	Description, scope, and achievements fulfilled by the implementations of the activity from the action plan, and follow-up actions required by the project and national stakeholders and focal	Virtual meetings with the participating countries, and in-person meetings leaded by the coordinator and technical officer in the countries to support the implementation of

²In sites prioritized in activity II.2

relevant activity of the action plan agreed.	implemented by working with the project coordinator and technical officer to, for example: 1. Carry out meetings in the participating countries. 2. Send correspondence. 3. Provide technical support to the countries or similar activities. The project coordinator and technical officer will support the implementation of those activities that require a physical presence in the country, such as in-person meetings with stakeholders or similar. To do this, the consultant will prepare the contents methodologies to be used, as well as expected deliverables/information.	points. The activities can be: 1. Technical support. 2. Advocacy meetings for starting processes or to promote the inclusion of the wise use approach. 3. The development of international, bilateral or multilateral agreements for cooperation in the implementation of IZCM where identified.	the activities described in the action plan in close coordination with the Water and Wetlands Team and the Ramsar National Focal Points. Travel costs for the project coordinator, technical officer, and liaison officers to implement the activities identified in the action plan at the national level.
4. Provide support to the project in the preparation of a regional training workshop on ICZM and wetlands-wise use, based on the Capacity Needs Assessment Developed by IHE Delft and demand from the countries.	The consultant will support the project coordinator, the WWT and the technical officer in the design of the training course pathway including the pedagogical approach, the sequence of topics and sessions along with their specific learning objectives for participants, the participant profile, and the methodology to be	Preparatory documents and training materials including reviewed, concept note, and training materials/methods for a regional training workshop on IZCM of 5 days including training for trainer's session and 1 day trip to a relevant site for a field-level learning exchange experience.	Technical support from the project coordinator and the technical officer as well as the subcontractors IHE Delft Institute for Water Education.

	implemented to ensure effective learning.		
--	---	--	--

1. Work and coordination modalities

- a. All personnel designated by the consultant to develop the activities described in section 3 will have meetings with the project coordinator, technical officers and subcontractors at least every 2 weeks to provide detailed updates on the state of implementation of the work.
- b. The consultant will submit all documents developed under this agreement to the project coordinator, the WWT and technical officer for revision and validation before their completion.
- c. The project coordinator and technical officer will be responsible for communications with all 8 participant countries in the project and the additional 3 countries of the project, unless decided otherwise for specific task.
- d. The consultant will copy the project coordinator and the technical officer in all communications with the participant countries.
- e. The consultant T will designate a technical/ operational contact person who will be responsible for the implementation of the activities.

2. Required characteristics of experts from the Water and Wetlands Team

Following are the requirements of the team to be engaged by the Water and Wetlands Team:

- a. At least 5 years of experience working in projects or positions related to IZCM in the Caribbean Region.
- b. Extensive knowledge of the Ramsar Convention on Wetlands, and the management of Wetlands of International Importance.
- c. Proven experience in the analysis of legislation, policies, and governance instruments for the 8 participating countries.
- d. Proven experience in training and learning processes and didactic methodology and approach.
- e. Fluent in English and Spanish.

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	Activity	Months					
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1. Compile, complete, review, and organize information on Integrated Coastal Zone Management in the 8 participating countries for the assessment of national framework and prioritized Wetlands of International Importance according to Activity II.3	1. Review and organize information on Coastal Zone Management and prepare the expected deliverables for each of the prioritized Ramsar sites across the 8 participant countries in the project. 2. Review all relevant project reports and documents. 3. Review relevant documentation on coastal zone management from previous projects in each country 4. Compile and organize all relevant information on ICZM for each country, keeping in mind the prioritized wetlands for the countries with more than one RAMSAR site. 5. Complete assessment and recommendations for ICZM in each country based on information compiled. 6. All other relevant activities as needed to achieve this specific objective						
2. Prepare an action plan for each one of the prioritized sites using a participatory approach with national, local stakeholders, and decisionmakers to support ongoing	1 Host virtual meetings with the participating countries to develop the action plan on supporting ICZM for the wetlands for each country. 2 Prepare an ICZM action plan for each country with focus on the priority sites						

IZCM considering Wetlands of International Importance.	identified for each country with more than one wetland of international importance. 3 Validate the action plan developed with stakeholders and submit a final plan for each country.						
3. In coordination with the project coordinator and the technical officer, provide technical support to the Ramsar Focal Points and other authorities, to implement at least one relevant activity of the action plan agreed.	1. Working with relevant country stakeholders determine at least one activity from the action plan that will be implemented in country 2. Work with the project coordinator and technical officer to: 1. Carry out meetings in the participating countries. 2. Send correspondence. 3. Provide technical support to the countries or similar activities in preparation for project implementation 3. Supervise the implementation of the chose action from the plan through providing support to the national implementing agency, the national liaison officers and other technical staff.						
4. Provide support to the project in the preparation of a regional training workshop on ICZM and wetlands-wise use, based on the skills and capacity needs defined by countries in the Capacity Needs Assessment Developed by IHE Delft.	1. The consultant will support the project coordinator, the WWT and the technical officer in the design of the training course pathway for ICZM based on the action plan and information review. 2. The consultant will provide support with determining the pedagogical approach, the sequence of topics and sessions along with their specific learning objectives for participants, the participant profile, and the methodology						

	to be implemented to ensure effective learning.						
--	---	--	--	--	--	--	--

5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
1 – Desk Review and assessment Report	4 weeks after commencement of contract	20%
2- Action Plan for ICZM for each project country	12 weeks after commencement of contract	25%
3 – Report on inputs for the training program on ICZM	16 weeks after commencement of contract	25%
4 - Report on implementation of activities from the action plan	24 weeks after commencement of contract	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.

6. TECHNICAL PROFILE

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

- Masters' Degree or equivalent academic attainment in any of the following fields: ICZM, Marine Spatial Planning, or similar field
- Proven Professional Experience conducting ICZM plans, marine spatial plans or similar experience
- Familiarity with the RAMSAR sites for the participating countries would be an asset
- An understanding of environmental and wetland or coastal management/climate change issues is a plus
- Experience engaging stakeholders in any of the participating countries
- Ability and excellence in English oral expression and writing skills and teaching methodologies.

7. PERIOD AND COORDINATION

The period of the consultancy will be 6 months.

Form of work: The consultant(s) should work in close collaboration with the IUCN Project Coordinator and the IUCN Water and Wetlands Team

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 < Conduct a review of national environmental legislation and related; regulations, policies, and standards, and propose modifications that will support the implementation of the updated St. Christopher National Physical Development Plan>

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 favorable. 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 < Consultancy Services to Conduct a review of national environmental legislation and related; regulations, policies, and standards, and propose modifications that will support the implementation of the updated St. Christopher National Physical Development Plan>

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: _____