



Request for Proposals (RfP)

Consultancy Services for a Business Development Specialist to support the Strengthening Access and Benefit-Sharing (ABS) Policies and Institutional Framework through Demonstrable Models in Saint Lucia Project

**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.LC

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
06 May 2025	Publication of the Request for Proposals
13 May 2025	Deadline for submission of questions
20 May 2025	Deadline for submission of proposals to IUCN (" Submission Deadline ")
23 May 2025	Clarification and evaluation of proposals
26 May 2025	Planned date for contract award
15 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. This will be evaluated, according with the technical profile indicated in part 6 of this TOR.</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, according to this TOR.</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 according to this TOR.</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; Health and life insurance must be 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 (2,300USD) broken down as follows:

Expense type	Maximum amount
Surface Transportation	\$1500USD
Food and incidentals	\$800USD

- 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. 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 first 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 4.1. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in 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

**“Business Development Specialist 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:	6 months
Availability:	Immediate
Person Responsible for Supervision:	Beana Joseph, National Project Coordinator, IUCN ORMACC

1. BACKGROUND AND JUSTIFICATION

Saint Lucia, like many Caribbean countries, faces ongoing challenges in safeguarding its biodiversity and ensuring the establishment of appropriate protocols for sustainable access and equitable benefit-sharing of its biological resources. Bioprospecting activities, which involve the extraction of genetic and biochemical resources, remain largely unregulated in the country, with little oversight regarding

the benefits gained from the commercial development of these resources. The absence of formal access and benefit-sharing (ABS) arrangements means that local biodiversity custodians have limited recourse to benefit from the use of their biological resources, despite the increasing global interest in indigenous species for applications in therapeutics, nutraceuticals, and other commercial products.

The impact of human disturbance, combined with the background threats posed by climate change, has placed increased vulnerability on Saint Lucia's biodiversity, particularly on species such as the Saint Lucia Viper and the Lansan tree. These species, which are of significant conservation value, are threatened by habitat destruction, invasive alien species, and direct human-wildlife conflict. The Saint Lucia Viper, for example, is endangered, with a declining population driven by human-snake conflicts, while the Lansan tree is facing overexploitation due to indiscriminate resin tapping. Despite the high commercial potential of these resources, there is a lack of systematic data and management responses to mitigate these threats and ensure their sustainable use.

Saint Lucia has been taking proactive steps to address these issues. The country recently acceded to the Nagoya Protocol on Access and Benefit-sharing in 2022 and has made significant progress in drafting an ABS policy and related legislative provisions. However, while this progress is important, there remains a gap in aligning the country's national policies and legislative frameworks with the provisions of the Nagoya Protocol. Moreover, the country lacks the necessary institutional and management mechanisms to support the sustainable use and commercialization of its biological resources, especially in a way that benefits local communities and ensures equitable sharing of economic returns.

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.

This consultancy issued under component three of the project, is part of a broader initiative to enhance business capacity for screening and commercializing genetic and biochemical compounds of biodiversity in Saint Lucia, in alignment with the Nagoya Protocol. The primary objective of this consultancy is to develop a portfolio of initiatives that can use these biological resources for commercial purposes and guides future investments with genetic resources while ensuring that benefits are shared equitably with local stakeholders. The final output will be a report that outlines the blue/green economic opportunities for utilizing genetic resources, guiding future investments, and supporting the sustainable development of cottage industries in the country.

2. OBJECTIVES OF THE CONSULTANCY

2.1. General:

The objectives of this consultancy are as follows:

2.1.1 Assess the current economic utilization of biological resources in Saint Lucia.

2.1.2 Review the development of business cases for biological resources in Saint Lucia.

2.1.3 Identify training needs of businesses that may have potential ABS-related opportunities in Saint Lucia.

2.1.4 Pinpoint areas for potential financial support aimed at sustainably accessing genetic resources and establishing programs to benefit from the access to these resources

2.2. Specific:

2.2.1 Prepare a portfolio of blue/green economic opportunities/initiatives using local biological resources that have high potential to benefit from ABS arrangements, to guide investment in small- and large-scale industries in Saint Lucia.

2.2.1.1 Assess the current economic use of biodiversity and identify initial ABS-related (blue/green) business development opportunities.

2.2.1.2 Review the business case development report produced under the previous Regional GEF-ABS project for relevant guidance in preparing new business case scenarios.

2.2.1.3 Conduct consultative dialogues (including a training needs assessment) with business and practitioner communities to assess and validate potential ABS-related opportunities and capacity building requirements.

2.2.1.4 Prepare a final Recommendations Report outlining ABS-related blue/green economic opportunities.

2.2.1.5 Develop an investment guide on ABS potential for Saint Lucia.

2.2.1.6 Host information sessions for investment guide with relevant financial enterprises.

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. It must include an overall work plan, a comprehensive stakeholder listing, and draft data collection tools.
2	Assessment Report on the Economic Use of Biodiversity and Identification of Initial ABS-Related (Blue/Green) Business Development Opportunities	This report will be based on a desktop review of available documentation and an in-country assessment of relevant local and community-based businesses that utilize genetic materials commercially. Specifically, it should: • Identify and document relevant community-based organizations, local enterprises, and entrepreneurs engaged in activities related to the Nagoya Protocol and the commercialization of genetic resources. • Review ABS-related reports and documents from the Regional GEF-ABS project, with a particular focus on insights relevant to Saint Lucia.

		Highlight potential biological materials that may have commercial value or require further research and development for commercialization.
3	Report on Stakeholder Businesses and Potential ABS-Related Opportunities	This report should assess ongoing and proposed ABS-related business activities and provide recommendations for viable commercial ventures. It should also include a capacity needs assessment for community groups and entrepreneurs, ensuring they have the necessary resources and skills to develop their products sustainably and effectively engage in Prior Informed Consent (PIC) and Mutually Agreed Terms (MAT) negotiations to benefit from the potential commercialization of genetic materials and use of traditional knowledge.
4	Guide to Investment in ABS related opportunities	This document seeks to provide financial institutions with guidance on investing in ABS related opportunities. The consultant shall undertake at least two meetings with financial institutions on ABS related opportunities.
5	Final Package for Submission to the Project Management Unit	The final deliverable will be a comprehensive package containing potential business cases eligible for funding under the case demonstration component of the project. This package should include all relevant assessments, consultations, and recommendations to support decision-making for investment in ABS-related initiatives.

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
Assess the current economic use of biodiversity and identify initial ABS-related (blue/green) business development opportunities & Review the business case development report produced under the previous Regional GEF-ABS project for relevant	- Development of Work plan for completion of required work - Conduct an inception meeting - Review of available documentation on ABS related entities in Saint Lucia - Conduct in country study of the relevant local and community-based business utilizing genetic materials commercially						

guidance in preparing new business case scenarios.	• Review regional ABS report on business case development for ABS in the Caribbean • Review genetic material facing commercial interest or potential commercial interest in Saint Lucia • Prepare a report on the findings of the review and assessment						
Conduct consultative dialogues (including a training needs assessment) & Prepare a final Recommendations Report outlining ABS-related blue/green economic opportunities.	• Review viable commercial activities that fit ABS-related opportunities currently being undertaken in Saint Lucia. • Review capacity needs of these commercial entities as it relates to ABS and the requirements of the Nagoya Protocol. • Prepare final report on this business assessment • Host all relevant stakeholders for a validation meeting of the final report developed • Incorporate stakeholder comments from the review of the draft portfolio of proposed Blue/Green opportunities for funding • Prioritize a list of demonstration projects that can be funded under component 3 of the project. • Complete final portfolio presentation and submit to the project coordinating unit. • Host all relevant stakeholders for a validation meeting of the final package developed						
Develop an investment guide on ABS potential for Saint Lucia & Host information sessions for investment guide with relevant financial enterprises.	• Conduct stakeholder consultations with financial institutions on ABS related opportunities • Develop guide to investment report						

5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
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1- Inception Report and Assessment report	During the 2 nd Month after signature of contract by both parties	20%
2- Report on Stakeholder Businesses and Potential ABS-Related Opportunities	4 months after signature of contract by both parties	40%
3- Investment Guide Document and final Business Development portfolio report	5 months after signature of contract by both parties	40%

- 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 with a background in economics, financial management, biodiversity business management or related field is required.
- At least 5 years' experience in doing similar consultancies is required; Experience in ABS related business case development is a plus.
- Familiarity with ABS issues in the Caribbean or elsewhere is a plus.
- Excellent skills in technical reporting, presenting and communicating.
- The language for this consultancy is English

7. PERIOD AND COORDINATION

The period of the consultancy will be 6 months beginning June 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, Saint Lucia National Conservation Fund, 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: _____