

The information below is shared with every applicant.

1. Regional Workshop (January)

The exact format of the workshop will be finalized in consultation with IUCN. Given the sensitivity and varying levels of involvement from different countries, it may be appropriate to consider a cascaded or segmented format rather than a single all-country session. The location (Thailand) is a preliminary suggestion; any final decision will factor in current sensitivities and logistical considerations.

2. Political Buy-In

Early engagement is indeed important. While the RfP provides the framework, the detailed planning of political engagement and timing of regional workshops will be part of programmatic discussions with the successful bidder.

3. GIS and Spatial Mapping

We acknowledge the challenges related to transboundary shapefiles, including gaps and discrepancies. IUCN's access to existing data can support the work, and the successful bidder will be expected to collaborate with IUCN and the project GIS team to fill any gaps.

4. Task C – Stakeholder Consultations

Prioritization of countries for in-country visits will depend on project objectives and feasibility. The successful bidder may propose consolidating stakeholder consultations in one or two strategic locations to optimize cost and time.

5. Timeline Clarification

The RfP specifies a six-month period. Any apparent discrepancy in the calendar should be interpreted in line with the six-month total duration, allowing sufficient time to complete the assignment effectively.

General Note:

All necessary information required to prepare a bid has been provided in the RfP and advertisement. The bidders are expected to have a strong understanding of the subject matter and to conduct their due diligence when preparing the submission. Additional programmatic or operational details will be shared with the successful bidder once the contract is awarded.

1) Currency for financial proposal

The financial proposal should be submitted in USD, consistent with the estimated budget range (USD 50,000–60,000).

2) Translation and interpretation

Stakeholder engagement will involve SEAP countries (Bhutan, Lao PDR, Thailand, Indonesia, Malaysia, Papua New Guinea), with possible engagement of others. The main working language is English, but depending on consultations, translation/interpretation may be required for Lao, Thai, Bahasa Indonesia, Malay, and Tok Pisin/local PNG languages. Final decisions will depend on which country-level stakeholders are engaged.

As noted in the ToR, the indicative budget range for the consultancy has already been provided and proposals are expected to remain within these limits.

With regard to translation and interpretation, we understand that the exact requirements for Lao, Thai, Bahasa Indonesia, Malay, and Tok Pisin/local PNG will only become clear once

the stakeholder engagement plan is finalized with the project unit and focal points. In this context, it would be advisable to include a tentative or placeholder cost estimate in your financial proposal to reflect potential interpretation/translation needs. This allows for budgetary provision without exceeding the specified consultant range.

If actual requirements differ during implementation, these can be further discussed and adjusted in close coordination with the project team, but the proposal itself should remain within the given ceiling.

3) Written deliverables language

All written deliverables (reports, guidance notes, maps, workshop proceedings) are to be submitted in English only.

4) Regional workshop costs

The TOR states: “Design and facilitation of regional workshop (venue, materials, logistics support if covered by bidder).” This means:

1. The client (IUCN/FAO) will cover core workshop costs (venue hire, participant travel).
2. The bidder may optionally include workshop-related support (e.g., technical materials, maps, facilitation aids, printing, documentation) if they wish.
3. It is correct that local representatives are better positioned for venue/logistics – bidders are not expected to cover those costs unless they propose it as added value.

5) Organisational References

Having only one indirect firm-level reference is not a limitation if the lead consultant(s) can demonstrate strong direct experience and references in conservation planning, OECMs, and governance in the target countries. Individual expertise and track record will be taken into account alongside the firm’s profile.

6) Firm Registration

Being registered outside the SEAP countries (UK and Senegal) does not reduce eligibility. Firms do not need to be locally registered in Myanmar, Laos, Cambodia, etc. Evaluation will focus on technical expertise, experience, and ability to deliver in the region.

7) Budget flexibility

The TOR provides an overall budget envelope of USD 50,000–60,000, but does not prescribe daily rate caps. There is flexibility within the envelope to structure daily rates and level of effort, as long as the overall proposal remains competitive and within the budget range.