



INCLUSIVE MANAGEMENT OF THE CENTRAL HIGHLANDS OF SRI LANKA FOR CONSERVATION OF GLOBALLY SIGNIFICANT BIODIVERSITY AND ECOLOGICAL INTEGRITY

IUCN Sri Lanka Country Office

RfP Reference: IUCN-2025-

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

- 1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

- 2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your Proposal.

IUCN Contact: Vasana Narang, Portfolio Support Officer, Asia Regional Office Email: vasan.narang@iucn.org

3. PROCUREMENT TIMETABLE

- 3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
31 st October 2025	Publication of the Request for Proposals
03 rd November 2025	Deadline for expressions of interest
06 th November 2025	Deadline for submission of questions
11 th November 2025	Planned publication of responses to questions
15 th November 2025	Deadline for submission of Proposals to IUCN (“ Submission Deadline ”)
20 th November 2025	Clarification of Proposals
15 th December 2025	Planned date for contract award
19 th December 2025	Expected contract start date (conditional to clearance of the PIF by the GEF)

- 3.2. Please email the IUCN contact to express your interest in submitting a Proposal by the deadline stated above. This will help IUCN to keep you updated regarding the procurement.

4. COMPLETING AND SUBMITTING A PROPOSAL

- 4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

- 4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the Proposal, or your own surname if you are bidding as a self-employed consultant. Your Proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

	Pre-Qualification Criteria
1	Three relevant references of clients similar to IUCN / similar work
2	Confirm that you have all the necessary legal registrations to perform the work
3	State your annual turnover for each of the past 3 years
4	How many employees does your organisation have who are qualified for this work?
5	Confirm that your organisation has formal policies and/or procedures for the following: - Procurement, - Code of conduct, - Accounting report

4.4. *Technical Proposal*

The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN's discretion.

Where CVs are requested, these must be of the individuals who will carry out the work specified. The individuals you put forward may only be substituted with IUCN's approval.

IUCN will evaluate Technical Proposals with regards to each of the following criteria and their relative importance:

S.N.	Description	Information to provide	Relative weight
1	Project Team Composition	CVs	15
2	Methodology and Workplan	Detailing methodology and workplan in the proposal submitted	25
3	Experience with community-based adaptation including nature-based solutions	CVs and write-up in the proposal related to experience	15
4	Experience with GEF	CVs and write-up in the proposal	10
5	Experience in environmental and social safeguards	CVs and write-up in the proposal	10
6	Experience of working in Sri Lanka	CVs and write-up in the proposal	10
7	Familiarity with project area	CVs and write-up in the proposal	10
8	Fluency in English and fluency of at least 1 member in Sinhala and Tamil	CVs and write-up in the proposal	5
	TOTAL		100

4.5. *Financial Proposal*

4.5.1. The Financial Proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety to a maximum of USD 120,000.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your Financial Proposal.

4.5.3. *Applicable Goods and Services Taxes*

Proposal rates and prices shall be inclusive of Value Added Tax.

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in United States Dollars (USD).

4.5.5. *Breakdown of rates and prices*

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

	Description	Quantity	Unit Price	Total Price
1				
2				
3				
4				
5				
6				
	TOTAL			

- 4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be considered in the evaluation.
- 4.7. Your Proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.
- 4.8. *Withdrawals and Changes*
- You may freely withdraw or change your Proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. EVALUATION OF PROPOSALS

5.1. *Completeness*

IUCN will firstly check your Proposal for completeness. Incomplete Proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only Proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

Your Proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high.

5.3.2. *Minimum Quality Thresholds*

Proposals that receive a score of '0' for any of the criteria will not be considered further.

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your Proposal's overall technical score.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your Financial Proposal.

Thus, for example, if your Financial Proposal is for a total of CHF 100 and the lowest Financial Proposal is CHF 80, you will receive a financial score of $80/100 = 80\%$

5.5. *Total Score*

Your Proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical:	70%
Financial:	30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose Proposal achieves the highest total score.

6. **EXPLANATION OF PROCUREMENT PROCEDURE**

- 6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.
- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All Proposals must be received by the submission deadline in Section 3.1 above. Late Proposals will not be considered. All Proposals received by the submission deadline will be evaluated by a team of evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate Proposals. The contract will be awarded to the bidder whose Proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 6.4. IUCN will contact the bidder with the highest-scoring Proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of Proposals takes.

7. **CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

- 7.1. To participate in this procurement, you are required to submit a Proposal, which fully complies with the instructions in this RfP and the Attachments.

- 7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant Proposal.
- 7.1.2. Any incomplete or incorrectly completed Proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.
- 7.1.3. IUCN will query any obvious clerical errors in your Proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.
- 7.2. In order to participate in this procurement, you must meet the following conditions:
- Free of conflicts of interest
 - Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
 - In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
 - Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
 - Not bankrupt or being wound up
 - Never been guilty of an offence concerning your professional conduct
 - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).
- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your Proposal which parts of the goods/services are provided by each partner or sub-contractor.
- 7.5. Each bidder shall submit only one Proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a Proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one Proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the Proposals with the bidder's participation to be disqualified.
- 7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:
- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
 - Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.

- Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

- 8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your Proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.
- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your Proposal. Where you include personal data of your employees (e.g. CVs) in your Proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your Proposal.

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

10. CONTRACT

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

12. ATTACHMENTS

Attachment 1 *Specification of Requirements / Terms of Reference*

Attachment 2 *Technical and Financial Proposal Forms*

Attachment 1: Specification of Requirements / Terms of Reference



Terms of Reference for IUCN Consultancy

Title: Full project preparation of GEF “Inclusive management of the Central Highlands of Sri Lanka for conservation of globally significant biodiversity and ecological integrity”

Objective of the Consultancy

This consultancy has the following objective(s):

1. Lead the development of the project design and the associated project documents for the “Inclusive management of the Central Highlands of Sri Lanka for conservation of globally significant biodiversity and ecological integrity” project
2. Developing a comprehensive project design package in support of government priorities and in accordance with IUCN and GEF standards
3. Delivery of the full IUCN GEF Project Document package, including: the IUCN GEF Project Document, GEF Request for CEO Endorsement document with its annexes (budget, work plan, M&E plan, procurement plan, co-financing letters, gender analysis and action plan, relevant ESMS documents etc.), GEF core indicators, Letters of cofinancing, Letter of Endorsement etc.

Background

Project Reference: Donor

reference: GEF ID: **About IUCN**

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About the Project

The Project Identification Form for the 'Inclusive management of the Central Highlands of Sri Lanka for conservation of globally significant biodiversity and ecological integrity' is expected to be approved by the GEF CEO.

The Central Highlands Landscape of Sri Lanka (CHLSL), delimited here as the area over the altitude of 900 meters above mean sea level in the south-central part of the island, is a repository of globally significant biodiversity, a centre of endemism with many restricted-range and threatened species and critical habitats. It is a mosaic of land use that includes protected areas, tea plantations, agriculture, dairy farms and tourism destinations, while headwaters in CHLSL form nine major rivers, providing green energy, and water security – all contributing to the national economy. However, its biodiversity is threatened by drivers such as the loss, degradation, and fragmentation of habitats, overexploitation, spread of invasive alien species (IAS), climate change, and increasing impacts of human–wildlife interactions triggered by pockets of high population density, where poverty and lack of awareness predominate. Multi-faceted but siloed management in the landscape that lacks an integrated approach as well as the lack of knowledge management systems and conservation financing are major barriers to overcome above drivers.

Predicated on multi-stakeholder collaborations, the project intends to strengthen the effectiveness of actions to conserve globally significant biodiversity, preserve ecological integrity, and improve inclusive management in the CHLSL, for the resilience of ecosystems and people and enhanced global environmental benefits. This objective will be achieved through proposed effective, inclusive and integrated landscape level co-management, together with strengthened public and private institutional capacities and innovative financing leverage, while knowledge generation, dissemination, and scaling-up will be enabled for global environmental benefits. The project was developed using a systems approach to achieve its outcomes and is guided by current direct and indirect drivers of ecosystem change and barriers to overcome those drivers. It develops three pathways of change needed to achieve its ultimate objective. The proposed transformation lever of multi-stakeholder collaboration intends to achieve improved integrated co-management and biodiversity conservation in the CHLSL. The project's proposed interventions are developed to remove drivers of ecosystem change in the project landscape described in section A, so that the globally significant biodiversity in CHLSL can be conserved, with enhanced ecosystem and community resilience.

Three major barriers for conservation are identified: i) *Limited coherence in governance and lack of landscape-level planning and implementation of biodiversity conservation*; ii) *Lack of sustainability in financing for conservation and capacity building*; and iii) *Lack of a centralized knowledge management system and limited dissemination and up-scaling of learning* (See Figure 2). The project will directly address these barriers, also capitalizing on the enabling environment provided by a range of national plans and policies. Hence, the project is structured in three components with three logical pathways of change, each connected to a barrier for conservation, with interconnected outcomes and outputs,

The project has three key components: 1) Enabling effective and inclusive co-management of CHLSL through capacity building 2) Strengthened Protected and Conserved Area (PCA) governance and sustainable financing for inclusive co-

management of the CHLSL 3) A centralised knowledge management, learning, and dissemination systems for CHLSL

Description of the Assignment

The Consultancy Firm awarded this contract will be responsible for preparing the GEF CEO Endorsement request and the Project Document including all annexes for the above-mentioned project. This will consist of the following:

A. Scoping and consultations

- Read in detail the approved PIF, associated documents, e.g., STAP and GEF Secretariat and GEF Council review comments, IUCN GEF Policy and guidance documents, GEF-8 Programming Directions, etc.;

The final outputs of the GEF8-PPG are :

- IUCN GEF Project Document (ProDoc),
- Mandatory annexes to the ProDoc (budget, work plan, M&E plan, procurement plan, co-financing letters, gender analysis and action plan, relevant ESMS documents etc.),
- GEF Request for CEO Endorsement document
- GEF core indicators, Letters of cofinancing, Letter of Endorsement etc.
- A list of consulted stakeholders, especially those directly befitting from and affected by the project, in Annex to the project document
- Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating).

B. Project design

- Evaluate in detail the baseline scenario through research, literature review, experts and stakeholders' consultations, related activities, and initiatives, including co-financing options;
- Carry out a detailed gap analysis to justify the GEF incremental cost reasoning;
- Refine the theory of change and design a detailed log frame and accompanying narrative proposal on the project components;
- Refine and design specific activities to contribute to project objectives and outcomes;
- Design and develop indicators mapped to GEF core indicators taking into account gender responsiveness, establish baselines for the indicators and develop Monitoring & Evaluation plan.
- Prepare the relevant GEF tracking tools;
- Design a workable institutional arrangement and coordination mechanisms among participating governmental, non-governmental, research and private organisations, institutions, and communities at national, provincial and site levels;
- Develop the overall project budget and work plan, including a procurement plan;
- Undertake a detailed risk analysis and identify mitigation measures;
- Undertake a gender analysis and ensure the project responds to gender equality objectives and prepare the gender analysis and gender action plans;
- Undertake three workshops, inception workshop, technical design workshop and a validation workshop;
- Prepare a stakeholder engagement plan for project implementation

C. Environment and Social Management System (ESMS)

- Support the ESMS screening of the project in respect to the IUCN Environment and Social Management System (ESMS) (as documented in the ESMS Manual, Standards, Guidance Notes and Screening Questionnaire, available on the ESMS site, and the draft Guidance Note on Security and Human Rights Risks). This includes filling in the ESMS questionnaire, utilising the preliminary screening as required.
- Using the project screening report and further research and stakeholder consultation, refine the identified list of Environment and Social risks (including risks to local people from proposed activities and implementation mechanisms and security risks for project staff and partners engaged in the project). Propose adequate measure for avoiding or mitigating such risks, in consultation with relevant stakeholders and in particular with affected groups.
- Prepare an Environment and Social Management Framework (ESMF) or Environment and Social Management Plan (ESMP) or any other relevant safeguard tools (e.g., Access Restriction Process Framework, Indigenous People Plan), as appropriate and depending on the ESMS screening decision in close coordination with IUCN's ESMS team.

Duration of the Assignment

Six months (six months for submission of the ProDoc and remain available to address GEF SEC comments until CEO Endorsement)

Deliverables and Activities

The consultant will provide the following deliverables and carry out the following activities:

- Baseline study
- GEF CEO endorsement request as per GEF template
- IUCN project document (ProDoc) including all annexes as per IUCN template (upon request)

I Budget

II M&E plan

III. Work plan

IV. Procurement plan

V. ESMS Questionnaire as input to IUCN's ESMS Screening Report

VI. Environment and Social Impact Assessment (if relevant)

VII. Environment and Social Management Framework/Environmental and Social Management Plan or other safeguard tools (if relevant)

VIII. Gender Analysis and Action Plan

IX. Site Identification Report

X. Project Operation Manual

The deliverables will have to be the result of extensive stakeholder consultations, which will have to be detailed in the consultants' methodology and work plan. This will include an inception workshop, extensive stakeholder consultations on sites, technical design workshop and validation workshop, to be defined in the consultants' methodology and work plan.

Deliverable/Activity	Description	Deadline
Deliverable 1	Detailed workplan for preparing the proposal package	One week of signing of the agreement
Deliverable 2	Baseline studies, draft logical framework, and theory of change for consultations within IUCN	One month from signing of the agreement
Deliverable 3	Inception workshop, including first stakeholders' consultation and project site visits	Two months of signing of the agreement
Deliverable 4	Draft proposal (including all annexes) and CEO endorsement request available for IUCN to review	Four months of signing of the agreement
Deliverable 5	Second stakeholders' consultation workshop/technical design workshop and site visits (validation of technical proposal and ESMS work)	Four months and two weeks of signing of the agreement
Deliverable 6	Revised proposal available to Government, project partners and IUCN for internal review	Five months of signing of the agreement
Deliverable 7	In-country validation workshop	Five months and two weeks of signing of the agreement
Deliverable 8	Final CER package with all relevant annexures submitted to IUCN for further submission to GEF Secretariat	End of six months of signing the agreement
Deliverable 9	Addressing feedback from GEF Secretariat and finalising for CEO Approval	Within two weeks of GEF feedback is available

Payment Schedule

The detail of the financial proposal is to be submitted in the tables in Section 4 with the amount being up to maximum of USD 120,000. The required details include the daily or weekly rate of each member of the project team, the estimate of the number of days/weeks of input required for the unit costs of flights and estimate of the number of flights, and an estimate of the number of days of in country with unit daily subsistence costs as well as cost of organising inception, technical design and validation workshops.

The total fee estimate will then be used as the basis for the schedule of payments, with expenses recoverable at cost with proof of purchase (bills) and usage (tickets) up to the estimated amounts as a maximum.

Deliverable	Milestone payment
Detailed workplan for preparing the proposal package	20%
Approval by IUCN of baseline studies, draft logical framework, and theory of change	20%
Approval by IUCN of draft proposal (incl. annexes) and CEO endorsement after internal consultation	20%
Approval by IUCN of full project documentation before submission to GEF	20%
Completion of GEF and IUCN Validation and submission to CEO	10%
After GEF CEO approval following addressing feedback from GEF Secretariat	10%

Skills and Experience

The consultancy firm will work closely with the IUCN focal point, team leader and the team and will provide overall coordination. The consultancy firm should meet the following conditions:

- Experience in developing GEF or other international funds' ProDocs and related project documents especially related to GEF and GCF adaptation projects, along with a good grasp on GEF guidelines and standards to be met for these
- Experience and expertise in project design and implementation, including monitoring and evaluation, including gender-responsive project design
- Biodiversity conservation expertise with specific experience in Protected and Conservation Area Management in Sri Lanka or in South Asia.
- Local expertise with extensive knowledge on biodiversity conservation related policies, strategies and action plans and the institutional setting with the ability to position project activities in the local context effectively
- Expertise in innovative financing mechanism application in integrated landscape management for globally important biodiversity conservation.
- Proven record in Environmental and Social Impact Assessment and development of safeguard tools, with clear expertise in the bidding team
- Financial Management, including procurement related expertise
- Experience in conducting community and stakeholder consultations

- Fluency in English, and Sinhala or Tamil languages is required.

The team will have to demonstrate a track record of designing successful biodiversity conservation projects and especially with integrated landscape management for globally significant biodiversity conservation, innovative financing solutions, livelihood development, enterprise development in Sri Lanka and other regions for at least 10 years, including working with donors such as the GEF, the World Bank, and other relevant development finance, UN, and international agencies.

Supervision and coordination

The consultant will report to and work under the supervision of Regional Multilaterals Portfolio Manager, Multilateral Finance Unit, IUCN Asia Regional Office.

Attachment 2 Technical and Financial Forms

A. Technical Proposal Form:

A-1: Technical Proposal Submission Letter in Organization Letterhead and signed.

A-2: Organization Background and Experiences

A-2-1 : To provide a description of

a. Background of your organization,

Maximum 1 Pages

b. Organization chart

c. List of owners (more than 5%),

Name	Full Address	Owners (>=5%)
Name 1	Address 1	...%
Name 2	Address 2	...%
.....		...%

d. List of members of the Board of Directors,

Board of Directors	Full Address
Name 1	Address 1
Name 2	Address 2
.....	

e. Financial Standing of the Bidder

Description	Year 1	Year 2	Year 3
Total Turn Over/ Sales/ Income			
Total Profit/Surplus (deficit) after Tax			
Fixed Assets			
Current Assets			
Liabilities			
Net Working Capital			

Profit margin ratio			
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A-2-2 : Similar Experiences (Experience Data Sheet)

Assignment/Project Name:	Type of Agreement: Main/Lead Organization or Associated Organization
Country and Location:	Human Resources involved from Your Organization:
Name and Full Address of Client or Donor:	
Assignment Value (Original or Award Currency & Amount): e.g CHF 50,000	Equivalent to USD Amount: e.g USD 51,550
Start Date (Month/Year): e.g June 2011	Completion Date (Month/Year): e.g. Feb. 2012
List of Implementing Partners or Sub Consultant and Addresses (if any): <u>Implementing Partners:</u> e.g. Partner 1 Name, Address – Value (USD 25,000) Partner 2 Name, Address – Value (USD 5000) <u>Associated Organization/Sub Consultant:</u> e.g. Associated Org 1 Name, Address – Value (USD 1000) Associated Org 1 Name, Address – Value (USD 500)	
Names of Professionals or Senior Staff & Designation (e.g. Project Director/Coordinator, Team Leader, Gender and Social Inclusion Expert etc.) involved in the Assignment/Project 1. Name of Staff – Team Leader, Land Rehabilitation and Resettlement Expert 2. Name of Staff – Deputy Team Leader, Hydrologist 3. Name of Staff – Gender and Social Inclusion Expert 4. Etc...	
Description of Project or Assignment (maximum 120 words):	
Description of tasks provided by your HR (Maximum 250 Words): Name of Staff- Designation- Man-months/days Description Duties provided Name of Staff – Designation – Man- months/days Description of Duties provided	
Reference Docs (Work Completion Letter): Attached Yes/No	If No , Please provide reason

A-3: (If any) Joint Venture Agreement & Power of Attorney, or Letter of Intent/ Association

Provide Agreement and Power of Attorney (if any)

A-4: Detail Approach and Methodology

Maximum 20 Pages

A-5: Work Plan and Team Composition**5.1 Work Plan**

Description of Detail Work Plan

5.2 Team Composition

SN	Name of Professional	Designation	Detail Role/ Responsibilities	Involvement	Unit
A	<u>Professionals</u>				
1	Key Professional 1		Description of Detail Responsibilities		Months/Days
2	Key Professional 2		Description of Detail Responsibilities		Months/Days
3	Key Professional 3		Description of Detail Responsibilities		Months/Days
					
B	<u>Support Staff</u>				
1	Support Staff 1		Description of Detail Responsibilities		Months/Days
2	Support Staff 1		Description of Detail Responsibilities		Months/Days
3	Support Staff 1		Description of Detail Responsibilities		Months/Days
					

5.3 Team Responsibility Matrixes

SN	Description of Activities	Days/Month				
		e.g. Key Professional 1	e.g. Key Professional 2	e.g. Key Professional 3	e.g. Key Professional 4	Total
e.g. 1	e.g. Activities/Sub Activities 1					
e.g. 2	e.g. Activities/Sub Activities 2					
e.g. 3	e.g. Activities/Sub Activities 3					
e.g. 4	e.g. Activities/Sub Activities 4					

...			...	...	...	...
	Total		...	...	...	...

A-6: Work Schedule and Planning for All Events and Deliverables

For Example,

Ref/SN	Description of Activities	Total	Weeks or Months													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
A-1	Description of Activities	3Months														
A-2	Description of Activities	7Months														
A-3	Description of Activities	2Months														
A-4	Description of Activities	14Months														

A-7: Staffing Schedule (Manning Schedule)

For Example,

SN	Name of Staff	Description of Responsibilities	Total	Weeks or Months											
				1	2	3	4	5	6	7	8	9	10	11	12
1	Professional Name	Description of Activities	3Months												
2	Professional Name	Description of Activities	7Months												
3	Professional Name	Description of Activities	2Months												
4	Professional Name, etc..	Description of Activities	13Months												

Legend  Home Days/Months
 Field Days/Months

A-8: Curriculum Vitae of Professionals

Curriculum Vitae

- Proposed Position:
- Name of Staff:
- Full Address with Contact Details:
- Organization Name:
- Date of Birth: Nationality: Citizenship/Pa
Pssport No:
- Education: *Please provide college or university and other specialized education of staff, giving names of institutions, degrees obtained, and dates of obtainment*
- Countries of Work Experience:
- Employment Records:

From

To

Employer

Position Held

	From	To
Employer		
Position Held		

9. Work Undertaken that Best Illustrates Capability to Handle the Tasks
Assigned (as Proposed Position)

Assignment/Project

Name

Involved	From	To
Country and Locations		
Donor/Client Name		
Position Held and Activities Performed		

Country and
Locations

Donor/Client Name

Position Held and Activities
Performed

Assignment/Project

Name

Involved	From	To
Country and Locations		
Donor/Client Name		
Position Held and Activities Performed		

Country and
Locations

Donor/Client Name

Position Held and Activities
Performed

10. Trainings

11. Publications

12. Achievements/Awards

13. Languages

14. References (please provide
two)

15. Certification

Maximum Pages 5 Pages

A-9: 3 Relevant References of Clients/Donors Similar to IUCN for Similar Work

A-10: Technical Proposal Form: Annexes:

Annex 1: Organization Registration Certificates (Registration/Renew Certificates, PAN/VAT, Tax Clearances, etc.)

Annex 2: Audit Reports (at least three years)

Annex 3: Work Completion Letters

Annex 4: Organizational Profile

Annex 5: Others (if necessary)

B. Financial Proposal Form:

B-1: Financial Proposal Submission Letter in Organization Letterhead and signed.

B-2: Financial Proposal

Financial Proposal For

(.....)

In USD

SN	Description of Costs	Unit	Nos	Quantity	Rate	Total
A	<u>Remuneration</u>					
1	Key Professional 1					
2	Key Professional 2, etc...					
3	Support Staff 1					
4	Support Staff 2, etc..					
	 Add lines if required					
	Sub Total (A)					
B	<u>Out of Pocket Expenses</u>					
1	Travel Related Expenses					
2	DSA Related Expenses					
3	Accommodation Expenses					
4	Printing / Photocopy Expenses, Reporting Expenses					
5	Workshop/Event/FGD Related Expenses					
6	Office Consumables					
7	Others as per the requirement etc...					
	 Add lines if required					
	Sub Total (B)					
C	Sub Total (A+B)					
D	VAT					
E	Grand Total (C+D) Total Proposed Amount					

(In Words)

Authorized Signatory Organization Seal

Name:

Designation:

Organization:

Contact:

Date: