



Request for Proposals

IUCN Asia Regional Office

Issue Date: 2 August 2016

Closing Date and Time: 1 September 2016, 17h00 ICT (Indochina Time)

IUCN Contact:

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PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. About IUCN

IUCN, International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges.

IUCN's work focuses on valuing and conserving nature, ensuring effective and equitable governance of its use, and deploying nature-based solutions to global challenges in climate, food and development. IUCN supports scientific research, manages field projects all over the world, and brings governments, NGOs, the UN and companies together to develop policy, laws and best practice.

IUCN is the world's largest and most diverse environmental network, with more than 1,400 government and NGO Members and some 16,000 volunteer experts in 185 countries. IUCN's work is supported by almost 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world.

1.2. Summary of the Requirement

IUCN invites you to submit a Proposal for the management and delivery of the Project Preparation process for the 'Sustainable Management of Peatland Ecosystems in Mekong Countries' project. Further details of the Requirement are described in Part 2 of this Request for Proposals (RfP).

1.3. The procurement process

The following key dates apply to this RfP:

RfP Issue Date	2 August 2016
Closing Date for Questions	12 August 2016, 17h00 ICT
Closing Date for Answers	19 August 2016, 17h00 ICT

RfP Closing Date and Time	1 September 2016, 17h00 ICT (Indochina Time)
Estimated Contract Award Date	19 September 2016
Estimated Contract Value	Up to USD 50,000

1.4. Conditions

By participating in this RfP, Proposers accept to be bound by the conditions set out in this RfP. In particular, Proposers acknowledge that:

- it is unacceptable to give or offer any gift or consideration to an employee of IUCN as a reward or inducement in relation to the awarding of a contract and that such action will give IUCN the right to exclude a Proposer from the procurement process
- any direct or indirect canvassing by a Proposer or their appointed advisers in relation to this procurement or any attempt to obtain information from any of the employees or agents of IUCN concerning another Proposer may result in disqualification; and
- any price fixing or collusion with other legal entities in relation to this RfP shall give IUCN the right to exclude the Proposer(s) from the procurement process and may constitute an offence.

By issuing this RfP, IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer. IUCN reserves the right to terminate the procurement process at any time prior to contract award.

IUCN is under no obligation to accept the lowest priced Proposal or any Proposal and reserves the right to reject any Proposal which is incomplete, conditional or not complying with the RfP documents.

It is the Proposer's responsibility to ensure that any consortium member, sub-contractor and adviser also abides by these conditions.

1.5. Queries and questions during the RfP period

Proposers are to direct any queries and questions regarding the RfP content or process to the IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP unless directed to do so by the IUCN Contact.

Proposers may submit their queries relating to this RfP no later than **12 August 2016, 17h00 ICT**. Any queries should clearly reference any appropriate paragraph in the RfP and, to the extent possible, should be aggregated rather than sent individually. As far as is reasonably possible, IUCN will respond to all questions submitted before the deadline.

IUCN reserves the right to issue the responses to any questions to all Proposers unless the Proposer asking the question expressly requests, at the time the question is posed, for it to be kept confidential. If IUCN considers the contents of the question and/or the answer not to be confidential, it will inform the Proposer, who will then have the opportunity to withdraw the question.

1.6. Amendments to RfP documents

IUCN may amend the RfP documents by issuing notices to that effect to all Proposers and may extend the RfP closing date and time if deemed appropriate.

1.7. Proposers' due diligence

IUCN has taken all reasonable care to ensure that this RfP is accurate; however, IUCN gives no representation or warranty as to the accuracy or sufficiency of the contained information. Proposers are required to inform themselves fully of all conditions, risks and other circumstances relating to the proposed Contract prior to

submitting a Proposal. Proposed prices shall be deemed to cover the cost of complying with all the conditions of the RfP and of all things necessary for the due and proper performance and completion of the proposed Contract.

1.8. Costs of preparing Proposals

All costs relating to the preparation and submission of a Proposal are the sole responsibility of the Proposer. IUCN shall not pay any Proposer, wholly or in part, for their Proposal.

1.9. Confidentiality

Except as required for the preparation of a Proposal, Proposers must not, without IUCN's prior written consent, disclose to any third party any of the contents of the RfP documents. Proposers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

1.10. Proposal lodgement methods and requirements

Proposers must submit their Proposal to IUCN no later than 17h00 ICT on 1 September 2016 by email to Angela.JOEHLCADENA@iucn.org. The subject heading of the email shall be [RfP-Mekong Peatlands Project-[Proposer Name]]. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format and proposers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

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 no later than 10h00 ICT on 2 September 2016, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

Proposals must be prepared in English and in the format requested in Part 3 of this RfP.

1.11. Late Proposals

Proposers are responsible for submitting their Proposals prior to the RfP closing date and time in accordance with the acceptable lodgement requirements described in 1.10. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN. Any Proposal received by IUCN later than the stipulated RfP closing date and time will not be considered.

1.12. Incomplete Proposals

IUCN shall have the right to disqualify any Proposal that is incomplete. IUCN shall also have the right to disqualify Proposals at any stage in the process if it becomes aware of any omission or misrepresentation in response to any question.

1.13. Withdrawals and Changes to the Proposal

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to IUCN. No changes or withdrawals will be accepted after the RfP closing date and time.

1.14. Partial and Alternative Proposals

Proposals must be for the entire Requirement; partial Proposals will not be accepted.

Proposers must submit one Proposal that complies with the Requirement. Alternative proposals will not be accepted.

1.15. Validity of Proposals

Proposals submitted in response to this RfP are to remain valid for a period of 90 calendar days from the RfP closing date.

1.16. Eligibility

Proposers will be excluded from taking part in a procurement procedure if they, or persons having powers of representation, decision-making or control over them:

- a) are not registered on the professional or trade register of the State in which they are established;
- b) have been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection;
- c) are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- d) have been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of res judicata;
- e) have been guilty of grave professional misconduct;
- f) are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Switzerland or those of the country where the contract is to be performed;
- g) have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity.

1.17. Evaluation of Proposals

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.

1.18. Acceptance of Proposals

A Proposal will not be considered accepted by IUCN unless and until IUCN has signed a Contract or sent a 'Notice of Award' or Purchase Order in writing to the successful Proposer.

PART 2 – THE REQUIREMENT

IUCN, International Union for Conservation of Nature, is the Global Environment Facility (GEF) Partner Agency in charge of the implementation of the "Sustainable Management of Peatland Ecosystems in Mekong Countries" project (GEF ID: 9232). The Project Identification Form (PIF) was approved by the GEF Council in April 2016.

Within IUCN, the project is coordinated by the Asia Regional Office based in Bangkok, Thailand. The Asia Regional Office is supported by the IUCN GEF Coordination Unit based in IUCN's Headquarters in Gland, Switzerland.

IUCN now wishes to award a contract to lead the Project Preparation process resulting in the production and approval of a GEF Chief Executive Officer (CEO) Endorsement Request and a full IUCN Project Document. The Consultancy Team will be required to work according to the detailed Terms of Reference contained in the following sections.

Background

The goal of the "Sustainable Management of Peatland Ecosystems in Mekong Countries" project is to sustainably manage peatland ecosystems in targeted countries (Cambodia, Lao PDR and Myanmar) and to conserve biodiversity and reduce greenhouse gas (GHG) emissions, by:

1. Expanding the network of protected peatland ecosystems in the countries in line with Aichi Target 11;
2. Strengthening the capacity for sustainable peatland management at local, national and sub-regional levels; and
3. Strengthening the management of peatland in existing protected areas to demonstrate sustainable management of peatland to conserve biodiversity, reduce GHG emissions and strengthen sustainable livelihoods for local communities.

The project will contribute to the ASEAN Programme on Sustainable Management of Peatland Ecosystems 2014-2020 (APSMPE) endorsed by Environment Ministers in 2013, the ASEAN Agreement on Transboundary Haze Pollution (AATHP), and ASEAN Peatland Management Strategy 2006-2020 (APMS). It will also contribute to implementation of the CBD, UNFCCC and UNCCD.

Duties and Responsibilities

The Consultancy Team under the direction of IUCN as the implementing agency, with the support of the GEF national focal points, will have the following specific duties:

- Scoping and Consultation (Phase 1)
 - Baseline data capture and review
 - Identification of potential project partners, co-funding opportunities, existing projects and synergies
 - Consultation with key national and regional stakeholders
 - Scoping missions to the three target countries
 - Identification of potential sites and target communities, and potential activities
 - Surveys to identify alternate sites, if deemed necessary by project partners
 - Analysis of likely project management structures
 - Preliminary capacity needs assessment
 - Support PPG Inception Workshop
- Project Components Design (Phase 2)
 - Situational Analysis (at the scale of selected sites)
 - Identification of potential negative environmental impacts for selected sites based on IUCN's Environmental and Social Management System (ESMS)¹ and mitigation measures

¹ Analysis of social impacts will be handled by a different team (see the section of this RfP on Safeguard Procedures).

- Development of a process framework for analysing environmental impacts of potential future priority peatland sites (during project implementation)
- Stakeholder analysis at different scales (including site-scale) and initial stakeholder consultations
- Detailed evaluation of existing initiatives, executing and co-financing partners, project roles and timetable/schedule interlinkages
- Desk study research on previous peatland surveys and conservation status in the three countries, and estimated carbon emission reductions
- Selection criteria for identification and selection of target communities
- Inventory of current peatland conservation tools and practices being used
- Desk study research on livelihood diversification options and sustainable management measures to be introduced by project
- Analytical overview of policies, laws, governance systems being used in and between each country
- Climate change risk assessment and mitigation and adaptation measures to be incorporated into project
- Literature review of ecosystem services valuation, specifically for incorporation of biodiversity into integrated land use planning
- Identification and design of project activities at local, national and regional level
- Detailed project costings
- Securing co-funding commitments
- Design and conduct of a stakeholder validation workshop in close collaboration with IUCN
- Monitoring and Evaluation and Communication (Phase 2)
 - Development of an M&E framework, including process and environmental and social indicators, identification of responsibilities and M&E budget.
 - Completion of tracking tools
 - Development of a communication strategy including about grievance procedures
- PPG Documentation Development (Phase 2)
 - Logical framework with gender disaggregated indicators
 - Baseline analysis
 - Project budget and costings
 - Project implementation strategy and project regional and national governance arrangements developed in close collaboration with key government representatives and other stakeholders
 - Coordination mechanisms with other projects and initiatives
 - Work plan

- Monitoring & Evaluation plan
- Stakeholder Involvement Plan
- Co-financing Letters of Commitment
- All other documentation required for IUCN Project Documentation and CEO Endorsement Request documentation (including GEF relevant tracking tools)
- Support to final country and GEF validation process

The Consultancy Team will not be responsible for the logistical and administrative arrangements of the PPG inception and stakeholder validation workshops. These will be facilitated by IUCN and/or sub-contracted to local agencies by IUCN.

IUCN Safeguard Procedures

In parallel to the PPG Consultancy, a social impacts assessment (SIA) will be contracted separately in order to comply with the provisions of IUCN's [Environmental and Social Management System](#) (ESMS)². The SIA is intended to take place once the results of the situational analysis are known, the demonstration sites and communities have been selected, stakeholders have been analysed, first consultations have taken place and the main activities have been identified.

The PPG Consultancy Team will collaborate closely and interact with the SIA expert (or team). In fact, the SIA is conceptualized as a parallel process, which complements the project design process and requires close cooperation, in iterative steps, due to the necessary feedback and relationship between the two processes.

The SIA will be scheduled for Phase 2, enabling the PPG Consultancy Team to integrate the findings and proposed mitigation measures (ESMP) into the final project design.

Project Team and Qualifications

IUCN recognises that the workload and expertise required to successfully deliver the Full Size Project Document and CEO Endorsement will require a number of different specialists and inputs.

The technical composition of the bidder's Project Team and its balance of international and national/local/domestic experts is for the bidders to determine.

The following expertise is expected to be available between the experts comprising the bidder's Consultant Project Team:

- Ecology and Biodiversity
- Ecosystems Services Management
- Project Design and Implementation
- Institutional Strengthening
- Peatland Conservation and Management
- Crop and Agro-forestry Production systems (including certification schemes)

² <http://www.iucn.org/resources/project-management-tools/environmental-and-social-management-system>

- Community Engagement and Development (including indigenous/tribal/ethnic issues)
- Livelihood Diversification (including gender relevant income opportunities)
- Gender and Equality
- Climate Change Analysis
- Financial Management
- Communications and Engagement
- Fluency in English as well as Khmer, Lao and Myanmar language (written and spoken)

The Team Leader must be an expert in one or more of the above disciplines, with at least 15 years of professional expertise following a higher academic qualification (MSc or PhD), and 5 years of experience in GEF project design and/or implementation.

The other identified experts must have at least 10 years of professional expertise following a suitable academic qualification (BSc or higher). It is anticipated the experts identified within the bidder's proposed project team will each cover multiple disciplines.

Across the project team, at least one team member must have more than 5 years of experience in GEF project design and/or implementation.

Period of Project Preparation award

The Project Preparation award is expected to commence on 19 September 2016 and to be completed on 28 February 2017.

- Phase 1 (scoping phase) of the PPG is expected to be completed by end of November 2016.
- Phase 2 (submission of the full Project Document and CEO Endorsement documentation to IUCN) is to be completed by 28 February 2017.

Final validation by IUCN and GEF is expected to be completed by 31 March 2017.

Schedule of Payments

The detail of the financial proposal is to be submitted in the tables provided in Part 4. The details required include the daily or weekly rate of each member of the project team, the estimate of the number of days/weeks of input required, 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.

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.

The following schedule of payments relates to the total fee estimate only:

Contract signature	20%
Completion of scoping missions and inception workshop	20%
Completion of project component design	20%

Completion of Project Documentation and submission to IUCN	20%
Completion of GEF and IUCN Validation and submission to CEO	20%

Travel

The contract will require the Consultancy Team to travel to the region as agreed with IUCN. The costs of travel should be included in the consultancy proposal.

The Consultancy Team is expected to arrange their travel through IUCN's designated travel agency, where applicable.

Flight and per diem entitlement will be in line with the IUCN Travel Policy – by the most direct route using Economy Class only. IUCN will reimburse for actual costs of flights and hotels and a per diem for meals and incidentals (at 80% of UN rates).

PART 3 – THE EVALUATION MODEL

The selection criteria will consist of a technical and financial component. A weighting will be provided to each component as follows: Technical Weighting Factor 70%, Financial Weighting Factor 30%, with the total score a combination of these two percentages.

The technical component involves an evaluation of the following six criteria based upon the information provided in the submitted proposal documentation:

Project Methodology and Work Plan	25%
Experience in PPG Preparation	25%
Community development (including gender)	10%
Experience in Sustainable Peatland Management	10%
Experience in Natural Resources Management	10%
Familiarity with target countries	20%
Total	100%

Only proposals that achieve a total score (Technical Score) of more than or equal to a value of 70% will be considered for financial evaluation. Proposals scoring less than 70% will be discarded from the tender evaluation process.

Technical proposals scoring greater than or equal to a value of 70% will be normalised by dividing their percentage by the maximum proposal technical percentage, and converting this value into a percentage to give the Normalised Technical Score.

The financial evaluation will be based upon the full professional fee value submitted in the proposal combined with the estimate of total expenses (travel & subsistence *et al.*) as defined by the bidder in their proposal. All proposal prices will then be normalised by dividing them by the smallest bid price value, and this value turned into a percentage (Financial Score).

The Normalised Technical Score will be multiplied by the Technical Weighting Factor, the Financial Score multiplied by the Financial Weighting Factor and the two weighted scores added together to provide a Final Weighted Score for each bid achieving a Technical Score >70%.

IUCN will then enter into contractual negotiations with the bidder achieving the highest Final Weighted Score, as long as all other bid criteria, as laid out in this documentation, have also been met and adhered to.

PART 4 – INFORMATION TO BE PROVIDED BY PROPOSERS

By participating in this RfP, Proposers are indicating their acceptance to be bound by the conditions set out in this RfP.

This Part details all the information Proposers are required to provide to IUCN. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

4.1. Declaration

Please read and sign the Declaration in **Annex 1** and include this in your proposal.

4.2. Technical information/Service Proposal

Bidders are required to submit the following details in their technical proposal:

- i. Project Methodology – describing in adequate detail how the Consultancy Team intends to undertake the project delivery, justifying the approach described (maximum of 4 pages);
- ii. Project Team – identifying Team Leader and supporting experts;
- iii. CVs of all project Team Members (maximum 2 pages per CV);
- iv. Activity Work Plan – using weekly/monthly intervals for the activities and tasks identified in the Project Methodology;
- v. Staffing Work Schedule – identifying days/weeks of input of staff identified in the Project Team, for the activities identified in the Activity Work Plan in the weeks/months they are estimated to occur;
- vi. Evidence of similar projects undertaken within the last 5 years – where this experience is provided by sub-consultants this needs to be clearly identified as such;
- vii. References – contact details of 3 referees familiar with the bidder's experience relevant to the PPG.

4.3. Pricing information

This clause sets out the information necessary for Proposers to furnish rates and prices as consideration for delivering the Requirement under any resultant Contract.

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 Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

Applicable Goods and Services Taxes

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

Currency of proposed rates and prices

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in USD.

Rates and Prices

Staff Input Budget

Expert Description	Day/Week Rate	Total Days/Weeks Input	Sub-Total Fee
Team Leader			
Expert 1			
Expert 2			
Expert 3			
Expert 4			
Expert 5			
TOTAL		n/a	

Expenses Budget

Expense Description	Unit Rate	Quantity	Sub-Total
International Flight 1			
International Flight 2			
National Flight 1			
National Flight 2			
Daily Subsistence			
Domestic Travel			
Other 1			
Other 2			
Other 3			
TOTAL		n/a	

Please note that IUCN will meet all costs of workshop venue hire, local stipends for delegates, catering etc.

4.4. Non-price commercial information

Bidders are required to provide the following:

- Certificate of registration of company;
- Evidence of the taxation system under which the company is governed;
- Letters of Intent or Association for all sub-consultants, clearly identifying the individuals to be involved and signed by both parties;
- Evidence of sub-consultants being covered by the lead company professional insurances;
- A copy of last year's audited financial statements or equivalent.

PART 6 – DEFINITIONS

For the purposes of this Request for Proposal (RfP), the following definitions apply:

Contract	Means any contract or other legal commitment that results from this Request for Proposals.
Contractor	Means the entity that forms a Contract with IUCN for provision of the Requirement.
Instructions	Means the instructions and conditions set out in Part 1 of this Request for Proposals.
IUCN	Means IUCN, International Union for Conservation of Nature and Natural Resources.
IUCN Contact	Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.
Proposal	Means a written offer submitted in response to this Request for Proposals.
Proposer	Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.
Requirement	Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.
RfP	Request for Proposals

ANNEX 1: PROPOSER'S DECLARATION

To be completed and signed by the Proposer
(one from each consortium partner, in the case of a consortium).

Preparation of the GEF-funded "Sustainable Management of Peatland Ecosystems in Mekong Countries" project

1 ORGANISATIONAL INFORMATION

Name/registered name*:	
Previous names / registered names (if different):	
Current trading name:	
Previous trading names (if different):	
Registered number:	
Year of registration:	
Country of registration:	
Address / registered address:	
Telephone:	
Fax:	
E-mail:	
Web-site:	

* In the case of a consortium, please also state the agreed name of the consortium

2 CONTACT POINT

Name*:	
Position:	
Telephone Number:	
Email Address:	
Address:	

3 HOLDING OR PARENT COMPANY

If applicable, please provide details of any holding or parent company of the Proposer.

Name/registered name*:	
Previous names / registered names (if different):	
Current trading name:	
Previous trading names (if different):	
Registered number:	

Year of registration:	
Country of registration:	
Address / registered address:	

4 STATEMENT

I, the undersigned, being the authorised signatory of the above Proposer (including all consortium partners, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the Request for Proposals (RfP) for the services referred to above.

I further declare that we:

- are not in any of the situations excluding us from participating in contracts, as set out in point 1.16 of the Request for Proposals;
- agree to abide by the highest ethical standards and, in particular, declare that we do not have any potential conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- will inform IUCN, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- will inform IUCN immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the contract;
- have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract; and
- fully recognise and accept that any inaccurate or incomplete information deliberately provided in this tender may result in our exclusion from this and other contracts with IUCN.

We offer to provide the services requested in the RfP on the basis of the following documents, which are submitted as indicated in the RfP:

- Proposer's Declaration (this document)
- Service Proposal
- Financial Proposal

This Proposal is subject to acceptance within the validity period stipulated in the RfP (point 1.15).

<Signature of authorised representative of the Proposer>

< Name and position of authorised representative of the Proposer >