



# Request for Proposals (RfP) GEF full-size project preparation

IUCN Asia Regional Office, Bangkok

RfP Reference: IUCN-2024-01-P04547-1

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.

The award of the contract to the successful bidder is subject to the approval of the project by the 66<sup>th</sup> GEF Council Meeting which will be held on 5-9 February 2024.

## 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 Contacts:** Jake Brunner, Head Lower Mekong Subregion, [jake.brunner@iucn.org](mailto:jake.brunner@iucn.org)  
cc Raphael Glemet, Senior programme officer, Water and Wetlands, IUCN Asia Regional Office [raphael.glemet@iucn.org](mailto:raphael.glemet@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
26-Jan-24	Publication of the Request for Proposals
4-Feb-24	Deadline for expressions of interest
8-Feb-24	Deadline for submission of questions
18-Feb-24	Planned publication of responses to questions
24-Feb-24	Deadline for submission of proposals to IUCN (" <b>Submission Deadline</b> ")
1-Mar-2024	Clarification of proposals

DATE	ACTIVITY
10-Mar-24	Planned date for contract award
20-Mar-24	Expected contract start date

3.2. Please email the IUCN contact(s) 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's 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	3 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 actually 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:

	Description	Information to provide	Relative weight
1	Technical Approach and Methodology	Description in adequate detail of how the Consultant intends to approach the assignment, the methodology for preparing the deliverables and a justification for the approach described (max 5 pages).	25%
2	Activity Work Plan	Work plan setting out the activities and tasks identified in the Technical Approach by week and/or month for the duration of the assignment, and showing timing and duration of inputs by subcontractors, if any are used.	15%
3	Personnel Qualification	Short summary of the Consultant's academic qualifications and professional experience relevant to the assignment (maximum 2 pages). Short summary of the relevant qualifications and professional experience of any subcontractors who will be engaged by the Consultant (maximum 2 pages per subcontractor). CVs of the Consultant and the subcontractor(s) (if any).	30%
4	Past Performance	Evidence of similar assignments undertaken by the Consultant within the last 5 years (maximum 5 pages). Contact details of 3 referees familiar with the Consultant's experience relevant to the assignment.	30%
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.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), 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 offer.

4.5.3. *Applicable Goods and Services Taxes*

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

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in 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 taken into account 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:

<b>Technical:</b>	<b>70%</b>
<b>Financial:</b>	<b>30%</b>

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 3.2 above. 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 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](mailto: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](http://www.iucn.org)

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

## **12. ATTACHMENTS**

Attachment 1 *Terms of Reference*

Attachment 2 *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*

Attachment 3 *Contract Template*





## **ATTACHMENT 1 - Specification of Requirements / Terms of Reference**

IUCN is the GEF Implementing Agency (IA) leading the development of the GEF IW project “Enhancing transboundary fisheries management in the Lower Mekong Basin”, in close partnership with the MRC, the proposed Executing Agency (EA). Within IUCN, the project is coordinated by the Asia Regional office (ARO) in Bangkok, Thailand. ARO is supported by IUCN country offices in the relevant countries.

IUCN invites you to submit a Proposal to lead the development of the project design and the full Project Document of the GEF IW project “Enhancing transboundary fisheries management in the Lower Mekong Basin”. The Consultants/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.

The Consultants will be required to work according to the Terms of Reference contained in the following sections. The expected duration of the contract is 12 months, the person month efforts is to be proposed by the bidders.

**IMPORTANT: The award of the contract to the successful bidder is subject to the approval of the project by the 66th GEF Council Meeting which will be held on 5-9 February 2024.**

### **1 Project Background:**

The Lower Mekong Basin (LMB) is the world’s largest inland fishery and home to nearly 1,200 fish species, making it the third most biodiverse river system in the world after the Amazon and Congo. Fisheries resources, including fish and other aquatic animals make a vital contribution to regional food security and nutrition, cash income and employment, and have strong cultural and religious significance. Finfish yield within a range of 1.5-1.7 million tonnes and furthermore than 400,000 tonnes of OAA, valued at an \$8 billion, are harvested annually from the LMB.

Unfortunately, fish stocks are declining which is largely due to a lack of effective and balanced cross-sector coordination and the absence of harmonised fisheries management across the lower Mekong basin (LMB). The baseline scenario sees fish stocks declining further leading to the loss of globally recognised biodiversity and local food security.

The proposed project aims to improve the management of cross-sector trade-offs and to harmonise national/regional fisheries management. Thereby, the project targets to stabilise fish stocks at 2020 levels. This will make substantial contributions to the safeguarding of food security of local communities along the LMB as well as to the conservation of globally significant biodiversity.

Key problems include poorly planned hydropower development, sand mining, upstream water retention, and climate change. Key barriers include limited investment in the protection and management of wild capture fisheries, insufficient attention paid to water-food-energy trade-offs, and weak transboundary cooperation on fisheries management. The project will address these barriers through dialogue and engagement, enhance the resilience of the fishing communities, and provide the foundation for evidence-based

restoration of critical transboundary freshwater ecosystems (Outcome 1). Field work will implement scalable fisheries management improvements along the LMB, which will ensure fisheries and aquatic resources in LMB to become more sustainable (Outcome 2). The project will focus on harmonising fisheries governance and other relevant policies and plans to support transboundary fisheries management in LMB (Outcome 3). The latter will be achieved through close partnerships with national line agencies relevant for fisheries management.

## **2 Scope of the consultancy**

### **2.1 Mission objectives:**

The Consultant will support IUCN and MRC to undertake and lead the development of the project design and the full Project Document of the “*Enhancing transboundary fisheries management in the Lower Mekong Basin*” project.

### **2.2 Tasks**

#### **2.2.1 Scoping and consultations**

- Document review: 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.
- Baseline scenario analysis, including socio-economic and socio-political analysis, shared water resources governance, local governance of natural resources, national resources policies, regional policies of natural shared resources governance, biodiversity and ecosystem analysis, regional fisheries management aspects of the Mekong River basin
- Gap analysis in transboundary basin governance and proposition of alternative solutions
- Analysis of National and transnational water resources management framework (legal, regulatory, institutional, participation and human resources aspects, economic policies of the water sector, sectoral development policies and strategies, strategic development framework, cross-border cooperation on shared water resources)
- Analysis of adaptation to climate change requirements during project implementation
- Analysis of capacities constraints and proposition of alternatives plans and solutions
- Analysis of key relevant stakeholders and their roles in problems and barriers resolutions
- Analysis of gender situation and issues related to water management, opportunities, risks, participatory processes and barriers in the LMB
- Detailed analysis of climate, social and environmental risks in the basin
- Analysis of transversal aspects of water management (uses and associated ecosystems), and research and development (Health and water-related diseases, environment, climate change, research and development) and women access to water resources and wetlands for economic activities
- Analysis of the economic and financial aspects of water resources including fisheries management (Economic and financial instruments of water management,

- Investments in the water sector and water's contribution to economic development, Financing transnational water resources management)
- Identification of potential project partners, including the national executing agencies, existing projects on the ground and to come, and synergies
- Confirmation of co-financing opportunities
- Map regionally important fisheries areas in the LMB, identification of critical areas and target communities
- Prepare stakeholder analysis (including at project site level –River basin) and plan stakeholder involvement for designing the project; giving due attention to local level stakeholders, in particular women stakeholders, indigenous people and local communities and other vulnerable groups
- Draft logical framework with disaggregated gender indicators, the theory of change and the baseline for the GEF Core indicators of the project
- Prepare preliminary risk analysis identification based on field studies, stakeholders' analysis, etc.
- Prepare gender analysis and gender action plan;
- Draft logical framework with expected disaggregated gender indicators, the theory of change and the baseline for the GEF Core indicators of the project (ref. IUCN Gender equality and women's empowerment policy); and
- Conduct inception workshop for the project preparation phase.
- Present and participate the draft Project Proposal in national and regional consultation meetings.

### **2.2.2 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 logical framework/IFA based on the above;
- Design a detailed log frame and accompanying narrative proposal on the project components;
- Design and develop indicators mapped to GEF core indicators taking into account gender responsiveness, establish baselines for the indicators and develop Monitoring & valuation plan.
- Design a workable institutional arrangements and coordination mechanisms among participating governmental, non-governmental, research and private organisations, institutions, and communities at national, provincial, territorial and site levels.
- Design M&E and KM system.
- Develop the overall project budget and work plan, including a procurement plan;
- Undertake a detailed risk analysis and mitigation measures;
- Undertake a gender analysis and ensure the project responds to gender equality objectives;
- Carry out stakeholder consultations and a technical validation workshop and document the consultations in an appropriate format
- Prepare a stakeholder engagement plan for project implementation
- Refine and design specific activities to contribute to project objectives and outcomes,

### **2.2.3 Environment and Social Management System (ESMS)**

- Provide relevant information for 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)
- Identify any Environment and Social risks (including risks to local people from suggested activities and implementation mechanisms and security risks for project staff and partners engaged in the project) and proposing 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., Indigenous People Plan), as appropriate and depending on the ESMS screening decision in close coordination with IUCN's ESMS team.

## 2.3 List of core deliverables and corresponding timeline expected from the consultancy

The table below provides an overview of expected core deliverables (indicative) as well as the expected role of the consultant and the role of IUCN and MRC. All deliverables must be developed in accordance with GEF procedures and policies and/or templates. The intended start of the mission is the 1<sup>st</sup> of March 2024.

Deliverables	Duties/responsibilities		Indicative timeline after contract signing
	Consultant	IUCN-MRC	
Internal inception meeting with IUCN and inception report including agreed final detailed workplan for preparing the proposal package and stakeholder consultation strategy.	Lead the preparation of the inception report and presentation to IUCN and MRC	Provide guidance to the consultants and feedback on the proposed methodology.	1 week
Baseline studies, draft logical framework, and theory of change for consultations within IUCN	Lead the preparation of the documents	Provide guidance and feedback to the consultants	1 month
First stakeholder's consultation mission including inception workshop, stakeholders' consultation and project site visits and associated reports	Draft agenda and necessary presentations, identify stakeholders. Support the design of the consultation process, collate data from consultations and prepare reports.	Provide input to plan/agenda. Advise on key stakeholders. Lead with contacting and inviting stakeholders and organising meetings	2 months
Draft proposal, including all annexes as follows <ul style="list-style-type: none"> <li>• I. Budget</li> <li>• II.M&amp;E plan</li> <li>• III.Work plan</li> <li>• IV.Procurement plan</li> <li>• V.ESMS Questionnaire as input to IUCN's ESMS Screening Report</li> <li>• VI.Environment and Social Impact Assessment (if relevant)</li> <li>• VII.Environment and Social Management Framework, plan or other safeguard tools (if relevant)</li> <li>• VIII.Gender Analysis and Action Plan</li> </ul>	Lead and prepare this deliverable	Provide comments	4 months

Second stakeholder's consultation mission including inception workshop, stakeholders' consultation and project site visits and associated reports (validation of technical proposal and ESMS work)	Present key points of draft proposal to stakeholders. Collect feedback and any missing information. Summarise feedback in trip reports	Lead follow-up consultations. Advise on key stakeholders and assist with organisation of consultation meetings.	5 months
Second draft Proposal and Annexes	Revise the draft proposal and annexes based on the comments received	Provide comments;	6 months
In-country validation workshops	Present key points of draft proposal to stakeholders. Collect feedback.	Provide input to plan/agenda. Advise on key stakeholders. Lead with contacting and inviting stakeholders and organising meetings	7 months
<b>Full Proposal and Annexes for submission to GEF.</b>	<b>Draft the full proposal and annexes</b>	<b>Provide comments; work with MRC official submission to GEF</b>	<b>9 months</b>
Gap analysis and written responses to questions/comments from the GEF secretariat on the ProDoc submitted by IUCN to the GEF, in the format requested by the GEF*	Lead and execute this deliverable in close cooperation with IUCN and MRC	Provide relevant information if available and provide direct technical support to the consultant	12 months
IUCN response to GEF Secretariat review and technical clearance for CEO approval (w/ support from consultants)	Lead and execute this deliverable in close cooperation with IUCN and MRC	Provide comments; work with MRC on submission to GEF	12 months

### **3 Project team and qualifications**

The section below summarizes the key expertise needed for this assignment. IUCN recognises that preparing the Project Document will require a large array of qualification and skills from the consultant. Some qualifications could be provided by sub-consultants or specific technical inputs as required by the team leader. All experts must have an excellent command of spoken and written English

- Demonstrated track record in developing GEF or other international funds' ProDocs and related project documents, along with a good grasp on GEF guidelines and standards to be met for these;
- Experience in structuring large regional GEF IW projects and also national and regional fisheries management projects and initiatives, including preferably, those financed by the GEF
- Extensive knowledge on Mekong regional and national fisheries management frameworks, policies and strategies and the ability to position project activities in the regional context effectively;
- Expertise on Ecosystem Approach to Fisheries management (EAFM) and Fish Conservation Zones (FCZ);
- Knowledge of social and livelihood systems in the Lower Mekong subregion countries;
- Previous experience working with the MRC is a plus;
- Experience in conducting community and stakeholder consultations;
- Experience in the development and implementation of monitoring and evaluation frameworks,
- Expertise on sustainable financing, with specific experience relevant to financing of Fisheries (e.g. Payment for Ecosystem Services, local level revolving funds, micro-finance);
- Expertise in gender analysis and integrating gender empowerment aspects of gender including gender-responsive project design
- Expertise in Environmental and Social Impact Assessment and development of safeguard tools;
- Expertise in Financial Management, including procurement related expertise;
- Fluency in English is required, Fluency in Khmer/Lao/Thai/Vietnamese language is a plus.

### **4 Schedule of Payments**

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 200,000. 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.

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%
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 submittal to CEO	10%
After GEF CEO approval following addressing feedback from GEF Secretariat	10%

## **5 Travel**

The contract will require the Consultant to travel to the region as agreed with IUCN. Cost of travel will be provided in the bid and will have to comply with the IUCN policy on travel. The contract will require the Consultant team to travel to Mekong Region and specific countries as agreed with IUCN. Bidders should budget to visit each of the four target countries at least twice, and for each visit to be 7 working days in duration, with meetings in the capital city and selected project locations. Consultations in each country should include national governments and representative local governments, Civil Society organisations, communities and private sector, when relevant. A full consultation strategy will be finalized at inception.



