



## **Request for Proposals (RfP)**

### Consultancy Services for assessing the threats and degradation level of Mesoamerica Critical Forest Biome in El Salvador, Guatemala, Honduras, México

#### **Summary**

IUCN seeks the services of a consultant or firm to lead the assessment of threats and degradation level of tropical lowland and montane rainforests in Mesoamerica to inform the development of five full-sized GEF projects, namely the **Honduras, El Salvador, Mexico, Guatemala Critical Forest Biome IP Child projects and the Regional Coordination, Knowledge Sharing and Support Project** (hereafter the **Regional child project**). The projects are part of the seven “child projects” that comprise the GEF-8 Mesoamerica Forest Integrated Program and that together seek to slow and reverse loss and degradation of critical remaining primary forest in the region.

Interested Proposers are hereby invited to submit a technical and financial proposal for the aforementioned Consultancy Service. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

#### **1. ABOUT IUCN**

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

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 18,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

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

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

[www.iucn.org](http://www.iucn.org)  
<https://twitter.com/IUCN/>

## 2. REQUIREMENTS

2.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference)

## 3. CONTACT DETAILS

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

IUCN Contact: **Procurement Officer E-mail: [procurement.Ormacc@iucn.org](mailto:procurement.Ormacc@iucn.org)**

## 4. PROCUREMENT TIMETABLE

4.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, that will be informed.

| DATE       | ACTIVITY  |
|------------|---|
| 08/08/2023 | Publication of the Request for Proposals                                      |
| 20/08/2023 | Deadline for submission of questions  |
| 24/08/2023 | Deadline for submission of proposals to IUCN (" <b>Submission Deadline</b> ") |
| 29/08/2023 | Clarification and evaluation of proposals                                     |
| 05/09/2023 | Planned date for contract award   |
| 15/09/2023 | Expected contract start date  |

4.2. Send an email to the IUCN contact to register an email address to receive notifications or clarifications of this bidding process, bidders in turn will be able to confirm if they intend to submit a Proposal before the deadline indicated above.

4.3. IUCN reserves the right to issue responses to any question to all Bidders, unless the Bidder making the inquiry expressly requests, at the time of inquiry, that it be kept confidential. If IUCN considers the content of the question and/or the answer to be non-confidential, it will inform the Bidder, who will have the opportunity to withdraw the question.

4.4. At any time before the deadline for submitting Proposals, IUCN may amend the RFP and will send all Bidders who have notified their interest or, failing that, registered an email to receive notifications, and it will be disclosed in the media used. For this end.

4.5. If the amendment is substantial, IUCN may extend the deadline for submission of Proposals in order to allow Bidders a reasonable time to take the amendment into consideration in their proposals.

## 5. PRESENTATION OF THE PROPOSALS

5.1. The Bidder interested in submitting a Proposal must submit the following documents, in the order listed, placing:

## **A. ADMINISTRATIVE REQUIREMENTS**

- a. Copy of identification document or passport (in case of being a foreigner)
- b. Copy of legal invoice for fees collection.
- c. Copy of resume
- d. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- e. Signed Declaration of Undertaking (Annex 3a)
- f. Human Resources Questionnaire filled and signed (Annex 4)

## **FOR CONSULTANCY COMPANIES:**

- a. Copy of Certification of Incorporation
- b. Copy of identification document of the Legal Representative
- c. Copy of legal invoice for fees collection.
- d. Copy of resumes of the Consulting Team
- e. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- f. Signed Declaration of Undertaking signed by the Representative of the Consulting Company or, in the case of a Consortium or group of Consultants, signed by each member indicating that they have read and understood the content of the Declaration (Annex 3b)
- g. Human Resources Questionnaire filled and signed (Annex 4)

## **B. TECHNICAL PROPOSAL:**

- i. The technical proposal must address each of the criteria listed below explicitly and separately, citing the reference number of the relevant criterion (Description column).

|       | <b>Description</b>   | <b>Information to be presented</b>                            | <b>Relative importance (%)</b> |
|-------|--|---|--------------------------------|
| 1     | <i>Methodology to be implemented</i>   | <i>Technical proposal</i>                                     | 20%                            |
| 2     | <i>Schedule with logical dimension of time</i>   | <i>Technical proposal</i>                                     | 20%                            |
| 3     | <i>Experience in Geographic information system and ecosystem assessment</i>                                  | <i>Company Profile / CV / Responsible for the Consultancy</i> | 40%                            |
| 4     | <i>Work experience and knowledge of the countries of interest (Mexico, Guatemala, Honduras, El Salvador)</i> | <i>Company Profile / CV / Responsible for the Consultancy</i> | 20%                            |
| TOTAL |  |   | 100%                           |

- i. IUCN will evaluate the technical proposals with respect to each of the criteria indicated in point i) and their relative importance.
- ii. Proposals in any other format will significantly increase the evaluation time and therefore such proposals may be rejected at the discretion of IUCN.

- iii. When resumes (CVs) are requested, these should be from the people who will perform the specified job. Persons submitted as part of the Proposal may only be replaced with the approval of IUCN.
- iv. In the event that a company or group of consultants applies, in addition to the above information, the following must be specified:
  - Responsible for consulting
  - Composition of the consulting team, specialty of each member.
  - Role and responsibility in the activities/products of each member in accordance with the TOR

**C. FINANCIAL PROPOSAL:**

**Signed by the Proposer, indicating the value of professional services (in USD) in numbers and letters.**

- i. It will be considered that the prices presented include all the costs of fees, insurance, taxes, obligations and risks that must be considered for compliance with the Terms of Reference. IUCN will not accept charges beyond those clearly indicated in the Financial Proposal and that are eligible for the execution of the Contract.
- ii. The Bidder will have to assume the payments corresponding to taxes according to regulations in force in its country; You will have to have health and life insurance up to date; and will assume the bank charges by transfer.
- iii. If local or international trips must be made for the execution of this Contract, the costs will be paid by IUCN through reimbursement and will be governed by the IUCN per diem scale for food and lodging.
- iv. Travel expenses related to the execution of this Contract will not exceed the total amount of (3500 USD) broken down as follows:

| <b>Expenxe type</b>       | <b>Maximum amount</b> |
|---------------------------|-----------------------|
| Meals                     | 1500                  |
| Surface Transportation    | 500                   |
| Accomodation              | 1500                  |
| Other expences (detailed) |                       |

- v. For reimbursement of travel expenses, the Proposer must submit a financial report with original invoices/receipts (e.g., transportation, lodging, food and incidentals) to the IUCN Contact Person, in the currency of the Contract, so that the corresponding reimbursement can be processed.
- vi. Expenses related to vehicle maintenance, purchase of electronic equipment, cell phone expenses, consumption expenses or purchase of alcoholic beverages will be considered ineligible expenses.

vii. Breakdown of the Financial Proposal.

For information purposes, it is recommended that the details of the financial proposal be broken down as follows:

|   | Description | Quantity | Unit price* | Total price* |
|---|-------------|----------|-------------|--------------|
| 1 |             |          |             |              |
| 2 |             |          |             |              |
| 3 |             |          |             |              |

\*USD currency

5.2. Additional information not requested by IUCN should not be included in the proposal and will not be subject to evaluation.

## 6. SENDING

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

## 7. ELIGIBILITY

7.1. Not applicable

## 8. VALIDITY

8.1. The proposal must remain valid and capable of acceptance by IUCN for a period of 60 calendar days following the submission deadline.

## 9. WITHDRAWALS AND CHANGES

9.1. Proposers may freely withdraw or change their proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

## 10. EVALUATION OF PROPOSALS

10.1. Completeness

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

10.2. Technical Evaluation

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

### 10.2.1. Scoring Method

Proposals will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high. Proposals that receive a score of '0' for any of the criteria will not be considered further.

### 10.2.2. Technical Score

The score for each technical evaluation criterion will be multiplied with the respective relative weight and these weighted scores added together to give the proposal's overall technical score.

### 10.3. Financial Evaluation and Financial Scores

The financial evaluation will be based upon the full total price submitted. Financial proposals will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds by the total price of your financial proposal.

**The proposals total score will be calculated as the weighted sum of the technical score and financial score.**

The relative weights will be:

**Technical: 70%**  
**Financial: 30%**

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

## 11. EXPLANATION OF PROCUREMENT PROCEDURE

- 11.1. IUCN is using the Invitation Procedure for this procurement. This means that only invited bidders may submit a proposal. IUCN typically invites from four to six bidders to submit a proposal.
- 11.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the Proposer whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 11.3. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 3.1 gives an estimate of when the contract award is expected to be completed, however this date may change depending on how long the evaluation of the proposals takes.

## 12. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

- 12.1. To participate in this procurement, the Proposers are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.
  - 12.1.1. It is responsibility of each Proposer to ensure the submission of a complete and fully compliant proposal.
  - 12.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result will not be consider to proceed further in the procurement process.
  - 12.1.3. IUCN will query any obvious clerical errors in a proposal and may, at IUCN's sole discretion, allow a Proposer to correct these, but only if doing so could not be perceived as giving an unfair advantage.
- 12.2. In order to participate in this procurement, the Proposer must meet the following conditions:
  - Free of conflicts of interest

- Registered on the relevant professional or trade register of the country in which is established (or resident, if self-employed)
- In full compliance with its obligations relating to payment of social security contributions and of all applicable taxes
- Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
- Not bankrupt or being wound up
- Never been guilty of an offence concerning professional conduct
- Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

12.3. Each Proposer shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A Proposer who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the Proposer's participation to be disqualified.

12.4. By taking part in this procurement, the Proposer accept the conditions set out in this RfP, including the following:

- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other Proposers in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

### **13. CONFIDENTIALITY AND DATA PROTECTION**

13.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information a Proposer submits to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate the proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain the proposals in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

13.2. In the Declaration of Undertaking (Attachment 3) the Proposer needs to give IUCN express permission to use the information submitted in this way, including personal data that forms part of the proposal. Where a Proposer include personal data of employees (e.g. CVs) in the proposal, the Proposer needs to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider the proposal.

### **14. COMPLAINTS PROCEDURE**

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

**15. CONTRACT**

15.1. The contract will be based on IUCN's template which terms of which are not negotiable.

**16. ANNEXES**

**Annex 1**      *Specification of Requirements / Terms of Reference*

**Annex 2**      *Letter of Interest*

**Annex 3**      *Declaration of Undertaking (select 2a for companies or 2b for self-employed)*



**ATTACHMENT 1  
TERMS OF REFERENCE**

**The Regional Office for Mexico, Central America and the Caribbean of the  
International Union for the Conservation of Nature**

**(IUCN-ORMACC)**

**REQUIRES**

**PROFESSIONAL CONSULTANCY SERVICES  
FOR**

“Consultancy Services for assessing the threats and  
degradation level of Mesoamerica Critical Forest Biome in El Salvador, Guatemala, Honduras,  
México.”

|  |  |
|--|--|
| <b>Type of Contract:</b>                   | Professional Consultancy Services  |
| <b>Period:</b>                             | 6 months   |
| <b>Availability:</b>                       | September 2023   |
| <b>Person Responsible for Supervision:</b> | Tony Nello, Thematic expert; Josh Schneck, GEF GCF Portfolio Manager for Global Programs |

## **1. BACKGROUND AND JUSTIFICATION**

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### **Overview**

Programming for the eighth funding cycle of the Global Environmental Facility (GEF-8)<sup>1</sup> includes resources and programming for a so-called *Amazon, Congo, and Critical Forest Biomes Integrated Program* that seeks “conservation of the last and globally important primary tropical forests”. This GEF Integrated Program (IP) is operationally divided into 5 separate regional IPs focused on the Amazon basin, Guinean forests, Indo-Malaya forests, Congo basin forests, and Mesoamerican forests.

IUCN has been selected to serve as the Lead GEF Agency for **the GEF-8 Mesoamerican Forest IP**. The program will be comprised of seven “child projects,” including national projects in Mexico, Guatemala, El Salvador, Honduras, Nicaragua and Panama, and a *Regional Coordination, Knowledge Sharing and Support Project* (hereafter called *the Regional child project*). These terms of reference describe the objectives, responsibilities and key deliverables for an International Consultancy supporting IUCN in informing the development of the Regional child project and national child projects for approval by GEF and IUCN.

### **Background on Mesoamerican Forest IP and role of the Regional child project**

Stretching from Central Mexico to the eastern Panamanian frontier, the forests of Mesoamerica are vital and irreplaceable. They are also among the world’s most threatened – nearly half of the region’s natural habitats have been converted to agriculture or urban areas, and out of the 5 remaining intact forests, 3 have lost nearly 25% of their area in just the past 15 years.

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<sup>1</sup> [https://www.thegef.org/sites/default/files/documents/2022-04/GEF\\_R.08\\_29\\_Rev.01\\_GEF8\\_Programming\\_Directions.pdf](https://www.thegef.org/sites/default/files/documents/2022-04/GEF_R.08_29_Rev.01_GEF8_Programming_Directions.pdf)

The GEF-8 **Mesoamerican Forest IP**<sup>2</sup> seeks to slow and reverse loss and degradation of critical remaining primary forests in the region. In Mesoamerica, principle proximate threats to primary forests are deforestation and degradation from agriculture expansion largely for cattle ranching, logging (both legal and illegal), and fire, along with infrastructure development and wildlife trafficking. To address these drivers the program will apply a strategy of supporting strengthening and enhancement of national and regional enabling conditions for primary forest conservation through coordinated interventions supporting strengthened capacities, governance, protection, mobilization of funding, exchange and awareness raising.

The **Regional child project** will play an important role in the Mesoamerica Forest IP, supporting overall achievement of Program goals and benefits, ensuring a well-coordinated and adaptively managed program with harmonized monitoring, reporting and communications, and high-value exchanges and capacity-building events organized at multiple levels throughout implementation of the Program. The Project will also support engagement with key external initiatives, platforms and stakeholders, creating additional opportunities for valuable partnerships including with the private sector and international donor and finance communities, and supporting elevation and advancement of the Mesoamerican Forest conservation agenda at global, regional and national levels.

Among all outputs and services that the Regional child project will generate, one specifically refers to assessing threats and degradation level of forest ecosystems:

- Support for a **regional assessment of the risk of collapse of the Mesoamerican critical forest biomes**, including the preparation of an up-to-date accurate map of the primary forest areas using information from remote sensors and validated national sources of the participating countries and consolidation of assessments of the risk of collapse of critical forest biomes to be conducted at national level into a regional assessment.

## 2. OBJECTIVES OF THE CONSULTANCY

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**2.1. General:** conduct a spatial analysis of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in El Salvador, Guatemala, Honduras and Mexico, and subsequent assessment of degradation levels and a feasibility analysis of applying the IUCN Red List of Ecosystems.

**2.2. Specific:**

1. Elaborate Terms of reference and questionnaire for the consultations to be developed in El Salvador, Guatemala, Honduras, and Mexico to assess the threats to critical forest biome.
2. Develop a spatial analysis, assessment, and prioritization of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in Honduras and El Salvador respectively, and subsequent assessment of degradation levels.
3. Develop a spatial analysis, assessment, and prioritization of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in Mexico and Guatemala, and subsequent assessment of degradation levels.
4. Outline the assessments of forest ecosystem degradation including all countries participating in the Mesoamerica Forest IP (including Panama and Nicaragua) and develop a feasibility analysis for applying the Red List of Ecosystem as part of the Mesoamerica Forest IP.

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<sup>2</sup> The Program Framework document is available in the GEF portal:

[https://www.thegef.org/wb\\_work\\_program/06/23/2023/64](https://www.thegef.org/wb_work_program/06/23/2023/64)

### 3. EXPECTED DELIVERABLES

| No. | Deliverable  | Description   |
|-----|--|---|
| 1   | Terms of reference and questionnaire for the consultations to be developed in El Salvador, Guatemala, Honduras, and Mexico to assess the threats to critical forest biome                | Terms of reference shall include detailed agenda and timeline for the interviews and consultations to be implemented to assess threats and corresponding degradation levels of tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in El Salvador, Guatemala, Honduras and Mexico. This product includes a list of key persons to be interviewed/consulted in each country including recommendation from countries focal points and a powerpoint presentation detailing the processes for each country. This product is required in Spanish only.   |
| 2   | Assessments of threats and degradation of tropical/subtropical lowland/montane rainforests in Honduras and El Salvador.  | Spatial analysis, assessment, and prioritization of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in Honduras and El Salvador respectively. This analysis should generate at least i) a description, ii) a distribution and trend map, and iii) a risk analysis. The description shall include biological factors, and abiotic features, as well as threats (using the IUCN Threat Classification Scheme and scoring system - Bland et al. 2016). This product is required in Spanish only.  |
| 3   | Assessments of threats and degradation of tropical/subtropical lowland/montane rainforests in Guatemala and Mexico.  | Spatial analysis, assessment, and prioritization of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in Guatemala and Mexico respectively. This analysis should generate at least i) a description, ii) a distribution and trend map, and iii) a risk analysis. The description shall include biological factors, and abiotic features, as well as threats (using the IUCN Threat Classification Scheme and scoring system - Bland et al. 2016). This product is required in Spanish only.  |
| 4   | Synthesis report of the regional assessment of threats and degradation levels of tropical/subtropical lowland/montane rainforests in the six countries participating in GEF-8 Forest IP. | The synthesis report shall summarize the main findings of the national assessment of threats and degradation level of tropical/subtropical lowland/montane rainforests in El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama, and include a regional map of distribution of all ecosystem types assessed and proposed units of assessment. In addition, this report shall include a feasibility analysis of applying the IUCN Red List of Ecosystems as part of the GEF-8 Mesoamerica Forest IP implementation, considering information gaps and costs detected in the six participating countries. This report shall be available in both English and Spanish. |

### 4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

## 5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

### 5.1. Activities and programming

| Specific objectives  | Activities  | Month |   |   |   |   |   |
|--|---|-------|---|---|---|---|---|
|  |   | 1     | 2 | 3 | 4 | 5 | 6 |
| Elaborate Terms of reference and questionnaire for the consultations to be developed in El Salvador, Guatemala, Honduras, and Mexico to assess the threats to critical forest biome.                         | <ul style="list-style-type: none"> <li>Document review: Read in detail the approved Mesoamerica Forest IP PFD and the child project concept note, associated documents, e.g., STAP and GEF Secretariat and GEF Council review comments, IUCN GEF Policy and guidance documents, GEF-8 Programming Directions, etc.</li> <li>Review challenges and lessons learnt related to Mesoamerica Critical Forest Biome conservation, including existing studies to be shared by organizations including WCS, AECID, GIZ, Expertise France related to the Five Great Forest Initiative, CCAD database on forest monitoring, CAC dataset on climate vulnerability of livelihoods, in coordination with IUCN, to ensure complementarity between the Regional Program and other initiatives.</li> <li>Elaborate Terms of Reference, detailed agenda and timeline for the interviews and consultations<sup>3</sup> to be implemented to assess threats and corresponding degradation levels of tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in El Salvador, Guatemala, Honduras and Mexico.</li> <li>Present the ToR to participating countries, in coordination with IUCN to obtain their feedback and suggestions for key persons to be interviewed/consulted in each country</li> <li>Finalize ToR, participant list and powerpoint presentation detailing the processes for each country.</li> </ul> |       |   |   |   |   |   |
| Develop a spatial analysis, assessment, and prioritization of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in Honduras and El Salvador respectively, and | <ul style="list-style-type: none"> <li>Proceed with a spatial analysis, assessment, and prioritization of the main threats to the tropical/subtropical lowland rainforests and tropical/subtropical</li> </ul>  |       |   |   |   |   |   |

<sup>3</sup> Consultations may be done in-person, virtual or a combination of both modalities.

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| <p>subsequent assessment of degradation levels.</p>   | <p>montane rainforests <sup>4</sup> of Honduras and El Salvador respectively<sup>5</sup> at the national scale. The resolution of this analysis should be sufficient to provide inputs for projects preparation. This analysis can be made from available spatial information<sup>6</sup> and should be linked to current ecosystem degradation processes (e.g., reduction in size, fragmentation, loss of ecological conditions) using recent and official land use and cover layers.</p> <ul style="list-style-type: none"> <li>• This implies that information gathering may be required e.g. from assessments with experts handling this type of information. The preparation of maps compiling this information and its valuation according to the degree of impact in categories (e.g., very, high, medium, low) is a desirable possibility in this type of analysis.</li> <li>• Complementary to the analysis of threats, carry-out an analyses of ecosystem degradation (e.g., loss of size, degree of fragmentation, documented processes of extraction of fauna from the ecosystem or part of it) over time, using the best available information.</li> <li>• Assess the potential future (10-year) impact of these threats and degradation. Simple spatial models can be used for this purpose or assessments can be made from existing data.</li> <li>• Generate i) a description, ii) a distribution and trend map, and iii) a risk analysis of the corresponding ecosystems. The description shall include biological factors, and abiotic features, as well as threats (using the IUCN Threat Classification Scheme and scoring system - Bland et al. 2016).</li> </ul> |  |  |  |  |  |  |
| <p>Develop a spatial analysis, assessment, and prioritization of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in Mexico and</p> | <ul style="list-style-type: none"> <li>• Same activities as described above in Mexico and Guatemala.</li> <li>• In Guatemala the scope of assessment shall include both tropical/subtropical lowland rainforests and tropical/subtropical</li> </ul>   |  |  |  |  |  |  |

<sup>4</sup> <https://global-ecosystems.org/explore/groups/T1.3>

<sup>5</sup> That means, in El Salvador only Tropical/subtropical montane rainforests shall be assessed, while in Honduras the analysis shall focus on tropical/subtropical lowland rainforests.

<sup>6</sup> Using as a starting point potential distribution maps for each ecosystem type: <https://zenodo.org/record/5090419>

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| Guatemala, and subsequent assessment of degradation levels.   | montane rainforests while in Mexico the analysis may include tropical/subtropical lowland rainforests only.  |  |  |  |  |  |  |
| Outline the assessments of forest ecosystem degradation including all countries participating in the Mesoamerica Forest IP (including Panama and Nicaragua) and develop a feasibility analysis for applying the Red List of Ecosystem as part of the Mesoamerica Forest IP. | <ul style="list-style-type: none"> <li>As a final step, under IUCN guidance, an analysis will be made of the available spatial information and assess its usefulness for LRE development at the national level (i.e. in the specific ecosystem where the project site is located), including associated gaps and costs. This will require an inventory of the information available for the application of each of the LRE criteria. From this, information gaps and information needs will be identified, as well as potential technical solutions to develop the criteria (e.g., spatial models). Based on this information, estimate the total cost of developing the LRE.</li> <li>Summarize the main findings of the national assessments of threats and degradation levels of tropical/subtropical lowland/montane rainforests in El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama<sup>7</sup>, in a narrative report.</li> <li>Elaborate a regional map of distribution of all ecosystem types assessed, and when possible including maps of key threats identified.</li> </ul> |  |  |  |  |  |  |

## 5.2. Timetable for delivery of products:

| Products  | Expected date of delivery   | Percentage of pay |
|---|---|-------------------|
| <b>1- Terms of reference and questionnaire for the consultations to be developed in El Salvador, Guatemala, Honduras, and Mexico to assess the threats to critical forest biome</b> | Three (3) weeks after the signing of the contract by both parties | 20%               |
| <b>2- Assessments of threats and degradation of tropical/subtropical lowland/montane rainforests in Honduras and El Salvador.</b>   | Ten (12) weeks after the signing of the contract by both parties  | 25%               |

<sup>7</sup> In Nicaragua and Panama, FAO is developing similar assessments.

|   |  |     |
|---|--|-----|
| <b>3- Assessments of threats and degradation of tropical/subtropical lowland/montane rainforests in Guatemala and Mexico.</b>   | Twenty four (24) weeks after the signing of the contract by both parties | 25% |
| <b>4 - Synthesis report of the regional assessment of threats and degradation levels of tropical/subtropical lowland/montane rainforests in the six countries participating in GEF-8 Forest IP.</b> | Twenty four (24) weeks after the signing of the contract by both parties | 30% |

- All products will be paid once delivered to IUCN's complete satisfaction.
- Disbursements will depend on the availability of funds from the donor.
- The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

## 6. TECHNICAL PROFILE

For the development of this consultancy, the following profile is required:

- Knowledge of environmental issues and complexities as they relate to Mesoamerica and target landscapes.
- Knowledge of social and livelihood systems in Mesoamerica and target landscapes
- Understanding of the natural resources management policy environment
- Experience in conducting community and stakeholder consultations
- Master Degree in environmental science, forestry, ecology or similar.
- 10 Years of experience in ecosystem assessment (i.e. Red list of Ecosystems or similar), forest management and conservation planning, preferably in most countries of interest.
- 10 years of working experience in GIS applied to AFOLU in Mesoamerica
- Languages: Spanish is required, English is preferable.

## 7. PERIOD AND COORDINATION

The period of the consultancy will be 6 months.

**Form of work (with Unit/Project):** in order to achieve the products, all activities will be closely coordinated under the direction of the IUCN GEF/GCF Portfolio Manager for Global Programs and senior staff in IUCN regional and country offices in Mesoamerica.

## ANNEX 2: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date \_\_\_\_\_.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature \_\_\_\_\_

Full name of the proposer or legal representative \_\_\_\_\_



## ATTACHMENT 3a – SELF-EMPLOYED PROPOSER

### DECLARATION in relation to RfP < Consultancy Service >

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain my Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

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<Date and Signature>

## ATTACHMENT 3b - For Consulting Companies

### DECLARATION in relation to RfP <name of the Consultancy Service>

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the "Organisation"): \_\_\_\_\_

Registered Address (incl. country): \_\_\_\_\_

Year of Registration: \_\_\_\_\_

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

Where the Proposal includes Personal Data as defined by the European Union's General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation's staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

\_\_\_\_\_  
<Date and Signature of authorised representative of the Proposer>

< Name and position of authorised representative of the Proposer >