



Request for Proposals (RfP)

Consultancy Services for Interim Independent Evaluation Report to the Project: Building livelihood resilience to climate change in the upper basins of Guatemala's highlands.

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

Country: Guatemala

Name of the Project: Building livelihood resilience to climate change in the upper basins of Guatemala's highlands

Budget Line:

AOP Code:

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

<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.
Email : 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
6 sep 2023	Publication of the Request for Proposals
25 sep 2023	Deadline for submission of questions
4 oct 2023	Deadline for submission of proposals to IUCN (" Submission Deadline ")
9 oct 2023	Clarification and evaluation of proposals
10 oct 2023	Planned date for contract award
16 oct 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).

	Description	Information to be presented	Relative importance (%)
1	<i>Methodology to be implemented</i>	<i>Deliverables according table of expected deliverables</i>	35%
2	<i>Timeline feasibility</i>	<i>workplan and activities schedule</i>	25%
3	<i>Experience according to the ToR requirements</i>	<i>Company Profile / CV / Responsible for the Consultancy according to technical profile in the ToRs</i>	40%
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 (US Dollars) 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 USD 6,500 (six thousand five hundred US dollars) broken down as follows:

Expeance type	Maximum amount
Meals	1,500
Surface Transportation	2,000
Accomodation	3,000

- 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	Deliverable 1. Inception report.	1		
2	Deliverable 2. <i>Aide-Mémoire</i> .	1		
3	Deliverable 3. Draft of the Interim Independent Evaluation Report.	1		
4	Deliverable 4. Interim Independent Evaluation Report.	1		
5	Field visit			

*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)

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.

7. ELIGIBILITY

- 7.1. There is not eligibility criteria rule for this donor.

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 open procedure for this procurement.

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. 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)*

Annex 4: *Human Resources Questionnaire*

**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**

“Interim Independent Evaluation Report to the Project: Building livelihood resilience to climate change in the upper basins of Guatemala’s highlands.”

Type of Contract:	Professional Consultancy Services
Period:	3 months (with 45 effective days of work)
Availability:	Immediate
Person Responsible for Supervision:	Nadia Mujica, Latin America Portfolio manager for GEF/GCF

1. BACKGROUND AND JUSTIFICATION

The project Building livelihood resilience to climate change in the upper basins of Guatemala’s highlands (hereafter mention as Resilient Highlands Project) is being executed by IUCN (International Union for Conservation of Nature), the Ministry of Environment and Natural Resources of Guatemala (MARN), the Ministry of Agriculture, Livestock and Food of Guatemala (MAGA), the National Forest Institute (INAB), and the National Institute for Seismology, Vulcanology, Meteorology and Hydrology of Guatemala (INSIVUMEH); also, the Foundation for the Conservation of Natural Resources and the Environment in Guatemala (FCG) and the Rafael Landívar University (URL).

The project seeks for the reduction of climate change on hydrological cycle and then to water security as a mean of improving vulnerable livelihoods located in the upper part of selected basins. The project aims at improving technical assistance, access to sound information, governance and investment related to agroforestry, silvopastoral and forest sustainable management systems. The project works at local, landscape and national levels to strength enabling conditions at short, medium and long term. Ultimately, the project is expected to impact on the capacity of related stakeholders as they will adopt water security approach to promote sound climate resilient sustainable development.

To achieve its objectives, the project includes three interconnected components:

- a. Climate-smart integrated watershed management adapted to the local context of the highlands.** This component aims to: Improve territorial management and promote ecosystem restoration to provide goods and services suitable for adaptation (water provision and reduction of soil erosion), providing evidence for public policies. To do so, the Forest incentive program led by the Government of Guatemala is complemented by the Green Climate Fund to increase institutional capacity. Restoration actions are being carried out in key hydrographic micro-watersheds, whose degradation in the context of climate change threatens the supply of basic ecosystem services (mainly water), thus affecting livelihoods.

- b. Community-led watershed management systems promoted through grants.** The objective of this component is to: Strengthen and increase community participation in ecosystem-based adaptation, with a focus on the effective participation of women, indigenous peoples, and other vulnerable sectors. It focuses on the implementation of climate actions by communities in priority areas. The main activities in this component are: a) award and execution of medium-sized grants to second-tier community organizations; b) award and execution of small grants for grassroots organizations.

- c. Delivery of climate information to farmers and other stakeholders for watershed management.** The objective of this component is to: Reduce vulnerability to negative climate events by improving knowledge of hydroclimatic threats and actions to address those threats. It is expected that the improvement of agricultural practices including water management will benefit from better collection, interpretation, and dissemination of reliable climate information for local producers who are implementing agricultural, forestry and agroforestry practices, as well as in the management of water resources and landscape restoration.

The main goal of the project is to benefit 132,000 people (emphasis on women and female single-parent households) and restoring or improving the management of 22,500 hectares of forest and agroforestry systems for the provision of ecosystem services in the upper part of selected watersheds in the Guatemalan highlands.

The project’s intervention area includes the upper part of the Samalá, Salinas, Coyolate and Motagua basins, in the departments of Quetzaltenango, Chimaltenango, Totonicapán and Quiché. The intervention area includes 48 watersheds, of which 24 were prioritized for specific project actions (Figure 1).

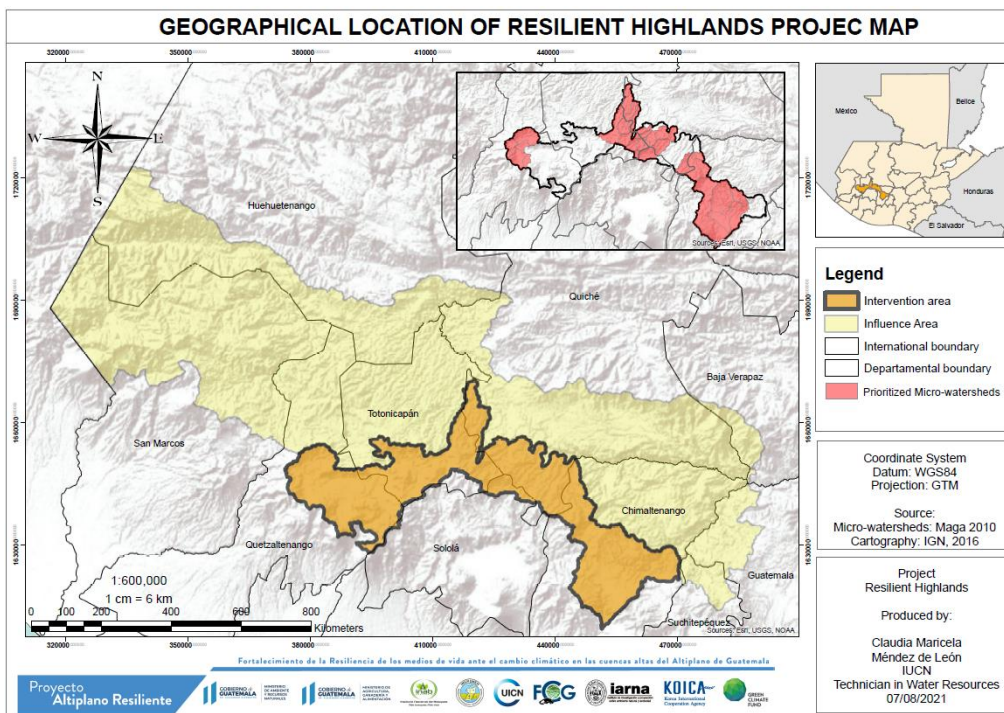


Figure 1. Map with location of the intervention and the influence area of the project.

Project information can be reviewed in this link: [GCF project information](#). The Funding Proposal (project document) can be accessed on this link: [Funding Proposal](#)

The Funding Proposal defined a core of seventeen indicators stated in the Project’s logical framework, as it is shown in Table 1:

Table 1. Core indicators for the Resilient Highlands project

Impact / Outcome / Output	Indicator
Fund-level Impacts	
A4.0 Improved resilience of ecosystems and ecosystem services.	<ol style="list-style-type: none"> 1. Area of agroforestry systems. 2. Area of silvopastoral and natural plantation systems. 3. Area of restored or improved ecosystems with ecosystem-based adaptation strategies.
A1.0 Increased resilience and enhanced livelihoods of the most vulnerable people, communities, and regions.	<ol style="list-style-type: none"> 4. Number of women (30%) and men (70%) who adopt options for diversified and climate-resilient livelihoods.
Project Outcome Level	
A7.0 Strengthened adaptive capacity and reduced exposure to climate risks.	<ol style="list-style-type: none"> 5. Number of vulnerable households, local organizations and technicians that use tools, information and practices wholly or partially related to climate at the local level.
Provision of ecosystem services for water and soils.	<ol style="list-style-type: none"> 6. Potential soil erosion. 7. Hydrological balance. 8. Base flow. 9. Local recharge. 10. Seasonal water yield.
Project Output Level	
Output 1. Integrated climate-smart watershed management.	<ol style="list-style-type: none"> 11. Number of watershed management plans that include EbA criteria. 12. Area under ecosystem-based adaptation (EbA) practices. 13. Number of women (30% and with emphasis on female single-parent households) and men (70%) with improve capacity for climate action and watershed management that benefit from forestry incentives.
Output 2. Community-led watershed management systems promoted through grant facilities.	<ol style="list-style-type: none"> 14. Quantity of grants and average amount. 15. Number of women (30% and with emphasis on female single-parent households) and men (70%) that benefit from the grant facility. 16. Area with ecosystem-based adaptation practices promoted through grants.
Output 3. Climate related information provided to farmers and target stakeholders for watershed management.	<ol style="list-style-type: none"> 17. Number of women (30% and with emphasis on female single-parent households) and men (70%) with access to primary information on climate.

Indicators 1 to 5 and 11 to 17 are estimated directly using information of hectares, beneficiaries, and activities that are reported in the project's monitoring and evaluation system. A database and a PowerBi dashboard with indicator details will be provided at the beginning of the evaluation mission.

The indicators 6 to 10 are assessed through the Integrated Valuation of Ecosystem Services and Tradeoffs (InVEST) through the Seasonal Water Yield (SWY) and the Sediment Delivery Ratio (SDR) models. These models allow seasonal water yields to be estimated under different land use change scenarios. These indicators were estimated in the Project's baseline; a second estimation is being

developed during 2023 and will be available during the development of the interim independent evaluation.

The baseline report describing each indicator and methodology used will be available upon request.

During 2022, the Accredited Entity (AE) undertook two supervision/assessment missions with field visits, interviews and review of existing reports and other secondary information. They assessed progress made in terms of the project performance / effectiveness and efficiency, including the project management, strategies, and tools; and specific recommendations were provided to improve the project implementation, each output as well as transversal topic (communication, gender, social inclusion and monitoring). The report of the 2 supervision missions/internal assessment will be provided at the beginning of the evaluation mission.

The GCF's Evaluation Policy establishes the following statements related to the interim evaluation report:

Principles for evaluations: All evaluations will uphold the following four principles:

- a) Impartial, objective, and unbiased: All GCF evaluations will be impartial, objective and unbiased. All evaluations will be operationally and analytically unbiased and will adhere to the highest ethical standards while upholding the Fund's procedures and policies that address conflicts of interest and those that are specific to the evaluation profession.
- b) Relevance, use and participation: All evaluations must be relevant to the question at hand and should be suitable for decision-making, accountability, and learning. They should provide relevant guidance and should be timely and participatory.
- c) Credibility and robustness: All GCF evaluations need to be complete, fair, and based on state-of-the-art standards of evidence, analyses, and transparency. Methodologies used should be credible enough such that findings and conclusions of evaluations would be replicable if others followed a similar evaluation methodology.
- d) Measurability: All evaluations should, to the extent possible, be able to measure, either quantitatively or qualitatively, the performance of the GCF at all levels. This will only be possible if GCF investments incorporate the capacity and systems for rigorous data collection and real-time information in its investments, policies, and frameworks. Measurability also provides comparability between time frames, groups, or alternative theories.

Evaluation criteria. The GCF evaluation criteria shall be applied to all GCF evaluations conducted by AEs. The criteria are as follows:

- a) Relevance, effectiveness, efficiency, impact, and sustainability of projects.
- b) Coherence in climate finance delivery with other multilateral entities.
- c) Gender equity.
- d) Country ownership of the project.
- e) Innovativeness in result areas – the extent to which interventions may lead to paradigm shift towards climate-resilient development pathways.
- f) Replication and scalability – the extent to which the activities can be scaled up in other locations within the country or replicated in other countries.
- g) Unexpected results, both positive and negative.

Types of evaluations. The AE "is responsible for either producing or quality-assuring interim/final evaluations and submits reports of interim and final evaluations to the Secretariat. Shares, at its discretion, reports with the GCF relating to the knowledge-sharing and learning function of the GCF, and evaluations in a timely manner. Project interim evaluation that must be submitted to the GCF by AEs are critical for informing and improving the implementation of the project, and for helping the Fund to report on results and lessons relevant to GCF objectives. All project-level evaluations should be submitted to the Secretariat" (Evaluation Policy for the GCF).

This term of reference is for the firm that will undertake the interim evaluation report for the project: “Building livelihood resilience to climate change in the upper basins of Guatemala’s highlands”.

The evaluation will follow the criteria as defined by the GCF and those from IUCN: (relevance, coherence, effectiveness, efficiency, impact, and sustainability). The evaluation will also pay special attention to the following aspects: gender, indigenous peoples and youth, science/policy/action interface, and environmental and social management standard (ESMS), as defined in IUCN evaluation policy.

The evaluation must provide evidence-based information; and apply a participatory and consultative process with government officials, the executing entities, IUCN Accredited Entity team, IUCN Management team, beneficiaries, consultants, and other partners involved in the project implementation.

In-situ mission will be carried out in the Project area and in the cities in which key actors are located, and will include interviews to key actors, visit the project offices and field trips. These activities will be agreed upon at the start of the assessment (inception report).

The evaluator/s will undertake, as a minimum, the following activities:

a. Review relevant sources of information.

This includes project documents, annual and other progress reports, the project baseline, project budget, legal documents, and other material as it relates to national and local priorities, plans and reports, communication material among others. A list of documents to be provided by the project team is included in Annex A. In addition, the consultant team should review the project’s database and PowerBi dashboard with indicator details –this DB will be provided at the beginning of the evaluation mission.

b. Elaborate an inception report.

The inception report will be prepared and agreed upon before the mission to be carried out in Guatemala. It will present the vision/understanding from the evaluator of the project, present the methodology and main tools to be used during the mission, as well as the proposed outline of the final report of the evaluation.

As a minimum, the inception report would include:

- ✓ Scope of the project: understanding of the project pathway to impact, key elements of sustainability, strategies.
- ✓ Methodology: the evaluation steps, schedule, evaluation questions, sources of information, tools to be used
- ✓ Outline of the final report.

c. *In situ* mission and development of the evaluation to assess different aspects including as a minimum the following:

i. Project technical and financial performance as well as impact.

- ✓ Review the progress of the project implementation on a component-by-component basis; review the achievements made against targets/milestones set in the project document and annual work plans and budget(s), in addition to assessing the overall progress, as well as assessing the implementation of recommendations that were issued during previous missions.
- ✓ Assess the financial progress of the project in terms of use of funds, disbursements and expenditures against the disbursement plan and budget, and the procurement plan.

- ✓ Assess the performance of the project in terms of timing, quality, accomplishment, and cost effectiveness of the activities, including the project procurement.
 - ✓ Assess the project progress towards attaining its objectives, outcomes and expected impacts.
- ii. Review and assess the organization and management of the project.
- ✓ Assess the adequacy and efficiency of the executing agencies and the project management unit.
 - ✓ Analyse the effectiveness of the organizational structure and dedicated human resources.
 - ✓ Review the appropriateness and clarity of the roles and responsibilities of stakeholders involved in the project.
 - ✓ Review the structure of the project's governance structure, including the Steering Committee, the Scientific Technical Committee and the Local Advisory Committees.
 - ✓ Verify functionality of the project monitoring and evaluation systems, in particular the collection and analysis of information/data against indicators of the project logical framework and advice on the regularity, quality, and content of mandatory reports.
 - ✓ Analyse the use of the monitoring system for decision making.
- iii. Assess the institutional effectiveness of the project including partnership.
- ✓ Analyse the effectiveness and adequacy of stakeholders' engagement as planned (and not planned).
 - ✓ Verify and analyse the co-financing of the project as planned and resource leveraging/mobilization.
 - ✓ Identify and analyse partnership and complementarity with other related initiatives.
- iv. Assess risk management and gender mainstreaming.
- ✓ Review the project risk analysis and its contingency plan and mitigation measures where necessary.
 - ✓ Review the progress in implementing the environment and social safeguards including indigenous and gender plans.
 - ✓ Clarify whether new risks have emerged; and mitigation measures are to be considered and recommend - if needed- a revision of the Environment and Social Management Plan (ESMP).
 - ✓ Assess whether the project is sufficiently gender-responsive; and if needed, what viable measures/practices should be implemented.
 - ✓ Identify with project beneficiaries and other project stakeholders as well as collaborating institutions risks and potential concern.
- d. **Provide a debriefing and final report.**
- i. At the end of the mission in Guatemala, debrief the team and key partners (executing agencies) on the process carried out, main findings and recommendations; and identify missing information that could be relevant for the final report. The team will sign an *Aide-Mémoire* containing the key findings.
 - ii. Complete the draft of the final report; this document should include key recommendations and suggested timeline.
 - iii. Present the final report to the AE (ppt and document with all background evidence and annexes).

2. OBJECTIVES OF THE CONSULTANCY

2.1. General:

Evaluate, according to the GCF criteria and IUCN policies, the degree of the project's technical and financial progress, including results and impacts according to the medium term's goals; and provide sound recommendations. The evaluation will cover the period spanning from April 2020 to September 2023.

2.2. Specific:

The evaluation will follow the criteria as defined by the GCF and those from IUCN: (relevance, coherence, effectiveness, efficiency, impact, and sustainability). The evaluation will also pay special attention to the following aspects: gender, indigenous peoples and youth, science/policy/action interface, and environmental and social management standard (ESMS), as defined in IUCN evaluation policy.

The evaluation must provide evidence-based information; and apply a participatory and consultative process with government officials, the executing entities, IUCN Accredited Entity team, IUCN Management team, beneficiaries, consultants, and other partners involved in the project implementation.

In-situ mission will be carried out in the Project area and in the cities in which key actors are located, and will include interviews to key actors, visit the project offices and field trips. These activities will be agreed upon at the start of the assessment (inception report).

The evaluator/s will undertake, as a minimum, the following activities:

e. Review relevant sources of information.

This includes project documents, annual and other progress reports, the project baseline, project budget, legal documents, and other material as it relates to national and local priorities, plans and reports, communication material among others. A list of documents to be provided by the project team is included in Annex A. In addition, the consultant team should review the project's database and PowerBi dashboard with indicator details –this DB will be provided at the beginning of the evaluation mission.

f. Elaborate an inception report.

The inception report will be prepared and agreed upon before the mission to be carried out in Guatemala. It will present the vision/understanding from the evaluator of the project, present the methodology and main tools to be used during the mission, as well as the proposed outline of the final report of the evaluation.

As a minimum, the inception report would include:

- ✓ Scope of the project: understanding of the project pathway to impact, key elements of sustainability, strategies.
- ✓ Methodology: the evaluation steps, schedule, evaluation questions, sources of information, tools to be used
- ✓ Outline of the final report.

g. *In situ* mission and development of the evaluation to assess different aspects including as a minimum the following:

v. Project technical and financial performance as well as impact.

- ✓ Review the progress of the project implementation on a component-by-component basis; review the achievements made against targets/milestones set in the project document and annual work plans and budget(s), in addition to assessing the overall progress, as well as assessing the implementation of recommendations that were issued during previous missions.

- ✓ Assess the financial progress of the project in terms of use of funds, disbursements and expenditures against the disbursement plan and budget, and the procurement plan.
 - ✓ Assess the performance of the project in terms of timing, quality, accomplishment, and cost effectiveness of the activities, including the project procurement.
 - ✓ Assess the project progress towards attaining its objectives, outcomes and expected impacts.
- vi.** Review and assess the organization and management of the project.
- ✓ Assess the adequacy and efficiency of the executing agencies and the project management unit.
 - ✓ Analyse the effectiveness of the organizational structure and dedicated human resources.
 - ✓ Review the appropriateness and clarity of the roles and responsibilities of stakeholders involved in the project.
 - ✓ Review the structure of the project's governance structure, including the Steering Committee, the Scientific Technical Committee and the Local Advisory Committees.
 - ✓ Verify functionality of the project monitoring and evaluation systems, in particular the collection and analysis of information/data against indicators of the project logical framework and advice on the regularity, quality, and content of mandatory reports.
 - ✓ Analyse the use of the monitoring system for decision making.
- vii.** Assess the institutional effectiveness of the project including partnership.
- ✓ Analyse the effectiveness and adequacy of stakeholders' engagement as planned (and not planned).
 - ✓ Verify and analyse the co-financing of the project as planned and resource leveraging/mobilization.
 - ✓ Identify and analyse partnership and complementarity with other related initiatives.
- viii.** Assess risk management and gender mainstreaming.
- ✓ Review the project risk analysis and its contingency plan and mitigation measures where necessary.
 - ✓ Review the progress in implementing the environment and social safeguards including indigenous and gender plans.
 - ✓ Clarify whether new risks have emerged; and mitigation measures are to be considered and recommend - if needed- a revision of the Environment and Social Management Plan (ESMP).
 - ✓ Assess whether the project is sufficiently gender-responsive; and if needed, what viable measures/practices should be implemented.
 - ✓ Identify with project beneficiaries and other project stakeholders as well as collaborating institutions risks and potential concern.
- h. Provide a debriefing and final report.**
- iv.** At the end of the mission in Guatemala, debrief the team and key partners (executing agencies) on the process carried out, main findings and recommendations; and identify missing information that could be relevant for the final report. The team will sign an *Aide-Mémoire* containing the key findings.
 - v.** Complete the draft of the final report; this document should include key recommendations and suggested timeline.
 - vi.** Present the final report to the AE (ppt and document with all background evidence and annexes).

3. EXPECTED DELIVERABLES

The deliverables expected are the following:

No.	Deliverable	Description
1	Deliverable 1. Inception report.	As mentioned in (b) in previous section.
2	Deliverable 2. Aide-Mémoire.	<p>At the end of the field/in situ visit, the team will present main findings and preliminary recommendations to the AE, government officials and the PMU staff through a wrap-up meeting. The team will sign an <i>Aide-Mémoire</i> containing the key findings and issues in addition to agreed actions with timeline for resolution of the issues. The enhanced <i>Aide-Mémoire</i> format is as follows:</p> <ul style="list-style-type: none"> i. Introduction ii. Mission findings and observations <ul style="list-style-type: none"> ✓ Project progress up to mid-term per component and from an impact perspective. ✓ Project performance, including the management unit and staff. ✓ Project financial management. ✓ Project risk management and gender mainstreaming. iii. Main recommendations. <ul style="list-style-type: none"> ✓ As per above categories and logical framework, budget and work plan until project completion, recommend any relevant changes and modifications to the initially approved documents are required. iv. Conclusions v. Signed on behalf of the Executing Agency vi. Signed on Behalf of the IUCN (Implementing Agency)
3	Deliverable 3. Draft of the Interim Independent Evaluation Report.	<p>The report will identify any necessary corrective measures, an assessment of the performance of the Funded Activity against the GCF's investment framework criteria, including financial/economic performances as part of the Funded Activity efficiency and effectiveness criterion, as well as the sustainability and scalability of results and impacts and lessons learned, during the relevant period. The mid-term review should allow – if needed- the adjustment of some components, the staffing of the Project Management Unit, the adaptation of the budget looking at past activities and the work plans towards reaching project completion in a timely manner.</p>

		<p>The major focus of the report is to jointly review the achievements made by the project up to date and recommend on any adjustments compared to the initial project design that would be needed to achieve the project outcomes and objectives. Particular attention should be paid to work plans and budgets to ensure attainment of the agreed implementation rate and disbursement targets. The following generic issues should be addressed:</p> <ul style="list-style-type: none"> (i) Review progress of project implementation on a component-by-component basis. The mission will also review achievements made against targets set in the annual work plans and budget(s), in addition to assessment of overall progress since project effectiveness, as well as assessing the implementation of recommendations that were made during the previous mission(s). (ii) Assess the project progress towards attaining its objectives and outcomes, and in the use of funds, and recommend measures, if any. (iii) Assess the performance of the project in terms of timeliness, quality, quantity, and cost effectiveness of the activities undertaken including project procurement. (iv) Review compliance with all grant conditions. (v) Assess the adequacy and efficiency of the executing agencies and the project management unit; Document organizational and human resources constraints, if any, and formulate appropriate recommendations for redress. (vi) Review the appropriateness and clarity of the roles and responsibilities of stakeholders involved in the project. (vii) Verify functionality of the projects' monitoring and evaluation systems, in particular the collection and analysis of information/data against indicators in the projects' logical framework matrices and advise PMUs on the regularity, quality and content of mandatory reports especially semi-annual or annual reports [depending on the implementing agreement signed between IUCN and the Executing Agency]. (viii) Undertake project risk analysis and jointly agree on contingency plans and mitigation measures where necessary.
--	--	---

		<p>(ix) Discuss with project beneficiaries, other project stakeholders and collaborating institutions to ascertain their views on implementation progress.</p> <p>(x) Assess the status and progress in implementing the environment and social management plan and the gender plan.</p> <p>(xi) Assessing the status of the various approved procurement activities and performance of the approved contracts for services, goods and works under each Project.</p> <p>(xii) Assess status of readiness for the Annual Audit for 2022 in addition to following-up and verifying implementation of the recommendations arising from external audits from years 2021 and 2020.</p> <p>(xiii) Provide implementation recommendations to the PMU.</p> <p>(xiv) Agree jointly on necessary adjustments of the logical framework, activities and outputs to be delivered, the overall budget lines allocation (within the approved budget), procurement and disbursements that would be required.</p>
4	Deliverable 4. Interim Independent Evaluation Report.	Final report to the AE (covering the mentioned information in deliverable 3), including PPT and document with all background evidence and annexes.

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	Week									
		1	2	3	4	5	6	7	8	9	
Deliverable 1: Inception report	<ul style="list-style-type: none"> Workplan and activities that must be developed along the consultancy 		x								•
Deliverable 2 Aide-Mémoire	<ul style="list-style-type: none"> Field visit Key findings and recommendations of the Midterm Evaluation 					x					•

Deliverable 3: Draft Interim Independent Evaluation Report	<ul style="list-style-type: none">• Draft of the final report of MTE								x									•			
Deliverable 4: Interim Independent Evaluation Report	<ul style="list-style-type: none">• Final report to be sent to the donor.																	x			

5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
Deliverable 1: Inception report	October 27 th , 2023	20%
Deliverable 2 Aide-Mémoire	November 20 th , 2023	30%
Deliverable 3. Draft Interim Independent Evaluation Report	December 1 st , 2023	20%
Deliverable 4: Interim Independent Evaluation Report	December 15 th , 2023	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:

The consultant team must have previous experience in evaluating similar projects. Experience with multilateral funded project is required. Experience with the GCF funded projects is an advantage. The evaluator/s selected must not have participated in the preparation or execution of the project nor must they have any conflict of interest with the activities related to the project.

The evaluator team *must meet at least, key qualifications to cover the following areas:*

a) Monitoring and Evaluation:

Key expertise and elements in the area to be developed during the Evaluation:

- ✓ Lead the communication and coordination between the consulting team and the Executing Agency and the Project Management Unit (PMU).
- ✓ Lead and coordinate the consulting team in the design of indicators for the project evaluation, which should include impact evaluation (scope of objectives and results), process evaluation (scope of products and development of activities) and administrative/financial evaluation.
- ✓ Coordinate the consulting team the implementation of the methodology for the development of the evaluation, including document review, interviews with stakeholders, statistical estimation, in-field estimation, among others.
- ✓ Coordinate the field visit and attend relevant stakeholders' consultations, and prepare the Aide-Mémoire.

- ✓ Coordinate the consulting team in order the evaluation complies with the policies of IUCN, GCF and KOICA.
- ✓ Lead the evaluation of the project governance structure, such as the Steering Committee, the Scientific Technical Committee and the Local Advisory Committees.
- ✓ Coordinate the administrative / financial review of the project, including the review of the co-financing of government agencies.
- ✓ Lead the preparation and presentation, in form and time, of the four products committed in these terms of reference.
- ✓ Relevant professional experience of at least 10 years in environment, agriculture and natural resource management.
- ✓ At least 7 years of specific experience in the monitoring and performance and impact evaluation of projects generating/ using evidence-based data.

b) Economic incentives and grants:

Key expertise and elements in the area to be developed during the Evaluation:

- ✓ Relevant experience of at least 5 years in environment, agriculture and natural resource management.
- ✓ 5 years of specific experience in the monitoring and performance and impact evaluation of projects generating/ using evidence-based data.
- ✓ Prepare the methodology for estimation of indicators, including impact evaluation (scope of objectives and results) and result evaluation (scope of products and development of activities) related to the grant mechanism.
- ✓ Develop the methodology for the estimation of indicators.
- ✓ Participate in the site visit and attend relevant stakeholders' consultations, including project beneficiaries that are impacted by the project activities and outcomes.
- ✓ Implement a correct methodology to evaluate the implementation of the project's grant mechanism, including process review with implementing partners.
- ✓ Identify progress made, lessons learned and any gaps and needs in the technical, administrative and financial implementation of the grant mechanism.
- ✓ Contributes to the preparation and drafting of the reports.

c) Forest restoration, watershed management, and climate change:

Key expertise and elements in the area to be developed during the Evaluation:

- ✓ Relevant professional experience of at least 5 years in adaptation to climate change topics, ecosystem restoration, and community forest management.
- ✓ At least 5 years of specific experience in the monitoring and performance and impact evaluation of projects generating/using evidence-based data on climate change adaptation, and ecosystem management.
- ✓ Prepare the methodology for estimation of indicators, including impact evaluation (scope of objectives and results) and result evaluation (scope of products and development of activities) related to forest restoration, watershed management, and climate change.
- ✓ Develop the methodology for the estimation of indicators.
- ✓ Participate in the site visit and attend relevant stakeholders' consultations, including project beneficiaries that are impacted by the project activities and outcomes.
- ✓ Identify progress made, lessons learned and any gaps and needs in the technical, administrative and financial implementation of the project's ecosystem-based adaptation approach.
- ✓ Contributes to the preparation and drafting of the reports.

d) Financial analyst and Procurement:

Key expertise and elements in the area to be developed during the Evaluation:

- ✓ Relevant professional experience of at least 5 years in finance and administration.
- ✓ At least 5 years of specific experience in the monitoring and performance and impact evaluation of projects generating/ using evidence-based data.

- ✓ Leads the relationships and interactions with the Executing Agency and the PMU on all matters related to financial management and related transactions.
- ✓ Reviews all bank accounts and financial transactions related to the project, jointly with the PMU.
- ✓ Reviews all accounting systems jointly with the PMU. Reports on financial progress.
- ✓ Reviews implementation of IUCN, GCF and KOICA financial management policies and practices.
- ✓ Reviews execution of disbursements. Suggest any adjustments to budgets and financial structure of the project.
- ✓ Review the progress made on the procurement plan with relevant staff from the Executing Agency and the PMU.
- ✓ Review and visit (when relevant) the outputs from major or any other relevant contracts related to the project funding.
- ✓ Reviews procurement activities are compliant to IUCN policy on procurement of goods, services and works.
- ✓ Reports on progress, including any issues, on the procurement plans agreed upon and implemented for the project purpose.
- ✓ Contributes to the preparation and drafting of the reports.

7. PERIOD AND COORDINATION

The term of this contract will be 3 months: from October 16th to 30th December 2023 (with 45 effective days of work)

The responsible of this contract is Nadia Mujica, IUCN GEF/GCF Portfolio Manager for Latin America based in San Jose, Costa Rica at the Regional Office for Mexico, Central America and the Caribbean. The project management unit based in Guatemala will provide the required data and information (progress reports, financial reports, procurement reports, disbursements report).

ANNEX 1 List of background documents to be provided by the Project Team/Accredited Entity to the evaluator.

- ✓ Accredited Entity (AE) supervision mission and internal assessment reports
- ✓ Indicators and project progress
 - Database of beneficiaries and hectares
 - Dashboard
 - Information repository
 - Maps of intervention Area, and processed data on prioritization of watersheds
 - Quarterly reports
- ✓ GCF documents
 - GCF Evaluation Policy
 - Initial Investment framework: activity-specific sub-criteria and indicative assessment factors
 - Methodology for establishing a baseline of greenhouse gas emissions and climate resilience for the portfolio of accredited entities.
 - Mitigation and adaptation performance measurement frameworks
 - Monitoring and accountability framework for accredited entities
- ✓ IUCN Reports to the GCF
 - Inception Report

- Base line report
- Annual Performance Reports (APR)
- Learning-Oriented Real-Time Impact Assessment (LORTA) report

- ✓ Project base documents
 - Funded Activity Agreement (FAA)
 - IUCN's: GEF/GCF Project Monitoring and Supervision Requirements and Guidance
 - Risk Registry Matrix

- ✓ Project financial documents
 - Audits
 - Letters of Co-financing
 - NAV | Jet Report | CEP
 - Executing Partners' Contracts
 - Grantees Contracts, available upon request
 - Procurement Plans
 - IUCN Policies, available upon request

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.

<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 >

ATTACHMENT 4: HUMAN RESOURCES QUESTIONNAIRE

HR Questionnaire for Consultancy Contracts

Consultant / Company Name _____

Country of Residency _____

Required Checks

	Yes	No
Are payments linked to deliverables?	<input type="checkbox"/>	<input type="checkbox"/>
Does the consultant have official invoices?	<input type="checkbox"/>	<input type="checkbox"/>

Required documents

	Yes	No
Professional insurance/medical insurance policy statement, valid during the project's execution term	<input type="checkbox"/>	<input type="checkbox"/>
Civil responsibility policy: should include at least coverage for physical injuries and/or death of third persons, and coverage for damages to others' property	<input type="checkbox"/>	<input type="checkbox"/>

The Consultant understands that, in case of answering NO to any of the previous questions, it is his/her responsibility to assume any legal implication or cost that is derived from it to the detriment of IUCN.

Other Assignments

Name other organizations for which the consultant has previously worked for: _____

Previous assignments with the IUCN (please indicate the last three):

- 1.
- 2.
- 3.

Are you currently working on a consulting with IUCN? If so, please specify the name of the consultancy, the person responsible for the consultancy and the end date.

For Self-Employed Consultants:

Is the Consultant part of one of IUCN Commissions?

Yes _____ No _____

If so, please indicate which of the following Commissions:

- World Commission on Protected Areas
- International Law Commission
- Species Survival Commission
- Commission on Ecosystem Management
- Commission on Education and Communication
- Commission on Environmental, Economic and Social Policy

For Consultant Companies:

Is the Company/Organization an IUCN Member?

Yes No

Consultant Signature: _____

Date: _____