



**Terms of reference**  
**Consultancy services: Edition of a booklet on the Medjerda river basin for the**  
**BRIDGE V project**

IUCN Centre for Mediterranean Cooperation

Submission Deadline: closes on April 20, 2024, 12:00 (CET)

**PART 1 – INSTRUCTIONS FOR PROPOSERS AND PROPOSAL CONDITIONS**

**About IUCN**

IUCN is a unique Union of members composed of governmental and civil society organizations. It provides public, private, and non-governmental organizations with the knowledge and tools to jointly advance human progress, economic development, and nature conservation.

Established in 1948, IUCN is now the world's largest and most diverse environmental network, leveraging the knowledge, resources, and reach of 1,400 member organizations and around 15,000 experts. It is a leading provider of conservation data, assessments, and analysis. Its broad membership enables IUCN to act as an incubator and reliable repository of best practices, tools, and international standards.

IUCN provides a neutral space where various stakeholders, including governments, NGOs, scientists, businesses, local communities, indigenous peoples' organizations, and others, can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and stakeholders, IUCN implements a wide and diverse portfolio of conservation projects worldwide. By combining the latest science with traditional knowledge from local communities, these projects aim to reverse habitat loss, restore ecosystems, and improve people's well-being.

[www.iucn.org](http://www.iucn.org)

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

**Summary of Requirement**

IUCN invites you to submit a proposal to provide technical support for the editing of a diagnostic booklet of the Medjerda River basin. Detailed Terms of Reference can be found in Part 2 of these ToR.

**Selection Process**

The following dates will apply to these terms of reference:



Publication Date of ToR: April 15, 2024

Deadline for Submission of ToR: April 20, 2024, 12:00 (CET)

Estimated Contract Award Date: April 25, 2024

## **Conditions**

The IUCN is in no way obligated to enter into a contract or any other agreement with any Proponent as a result of issuing these Terms of Reference (TdR). The IUCN is not obligated to accept the lowest-priced Proposal or any Proposal. The IUCN reserves the right to terminate the consultancy process at any time before the contract is awarded. By participating in these TdR, Proponents accept the conditions set forth herein.

The IUCN requires Proponents to refrain from corrupt, fraudulent, or prohibited practices when participating in this bidding process. To this end, Proponents must sign the "Proponent Declaration" (for freelance professionals or for companies), at the end of this document (in English), and include it in their Proposal.

Proponents must allow the IUCN to inspect all accounts, records, and other documents related to the submission of the Proposal and the performance of the contract (if awarded), and to be audited by auditors appointed by the IUCN.

### **1.4 Questions and inquiries during the TdR period**

Proponents should direct any questions or inquiries regarding the TdR to the IUCN contact email mentioned below. No other IUCN staff should be contacted regarding these TdR.

To the extent possible, the IUCN will respond to any questions, suitably anonymized, from all Proponents. If the content of your question is considered confidential, you must declare it at the time the question is posed.

### **1.5 Amendments to the TdR documents**

The IUCN may amend the TdR documents by issuing notices to all Proponents and may extend the deadline for submission of TdR if deemed appropriate.

### **1.6 Methods and requirements for submitting proposals**

Proponents must submit their Proposal to the IUCN no later than April 20, 2024, at 12:00 noon (CET) by email to [medspecies@iucn.org](mailto:medspecies@iucn.org) (with the reference "Technical support for Medjerda edition"). Electronic copies must be sent in PDF format.

Proposals may be prepared in Spanish and in the format specified in Part 3 of these TdR.

### **1.7 Late or incomplete proposals**

Any Proposal received by the IUCN after the stipulated deadline and any incomplete Proposal will not be considered. The IUCN will not allow any delay in transmitting the Proposal from the Proponent to the IUCN evaluation team.



## **1.8 Withdrawals and changes to the proposal**

Proposals may be withdrawn or modified at any time before the deadline for TdR by written notification to the IUCN contact. Changes or withdrawals will not be accepted after the deadline for TdR.

## **1.9 Validity of proposals**

Proposals submitted in response to these TdR must remain valid for a period of 90 natural days from the closing date of the TdR.

## **1.10 Evaluation of proposals**

The evaluation of Proposals will be conducted exclusively with respect to the evaluation criteria and their relative weights specified in Part 3 of these TdR, if included therein.

## **PART 2 – TERMS OF REFERENCE**

### **2.1 Background**

The International Union for Conservation of Nature (IUCN) has been implementing the BRIDGE program (Building River Dialogue and Governance) for over 10 years in various transboundary river and lake basins worldwide. In each basin where the BRIDGE program is implemented, the objective is to facilitate dialogue and build capacity for water governance and transboundary cooperation through training, demonstration, leadership, and consensus building. This program is funded by the Swiss Agency for Development and Cooperation for a fifth phase from 2022 to 2026. In this context, IUCN-Med requires consultancy services to support the editing of a diagnostic booklet describing the state of natural, economic, and governance resources in the Medjerda River basin (Tunisia-Algeria).

### **2.2 Consultancy Objectives**

The objective of this consultancy is the editing of a booklet about the Medjerda River basin.

### **2.3 Methodology and Tasks**

The main tasks required for this consultancy are:

- Review, standardize, provide comments, and organize the current existing report on the basin, improving coherence and visual appearance (which is in French, but changes can be made in English).
- Collect and summarize information from other available sources for the environment and biodiversity section, especially maps and key data.



- Apply the IUCN style manual format to the document ([GL.KMP .4 IUCN Style Manual March 2023.pdf](#)), especially in the bibliography, and titles and captions of the figures.
- In coordination with the IUCN team, draft missing sections in English (executive summary, key messages).
- In coordination with the IUCN team, coordinate the collection of photos and videos of the river basin.
- Prepare the document (draft and final version) with all information organized.

## 2.4 Deliverables, Timeline, and Budget

<b>Key tasks and results</b>	<b>Deadline (after contract signing)</b>
1. Work plan and schedule agreed with IUCN Med	April 29, 2024
2. First draft and style and content proof	May 10, 2024
3. Repository of photos, maps, and figures for the final document	May 17, 2024
4. Second complete draft (English editions)	May 24, 2024
5. Final report and graphic material prepared for design and layout	May 31, 2024

The financial offer will be a maximum of 3,500 euros (including VAT and other taxes)\*.

\*VAT and other taxes must be included in the economic offer. IUCN does not act as a business entity for VAT purposes, and therefore, the consultant must charge VAT or similar tax on their invoices. If the consultant is exempt from VAT or a similar tax in their jurisdiction, they must include a note in the invoice document informing about this and mentioning the applicable law.

## 2.5 Supervision and Collaboration

The selected consultant will work under the supervision of the responsible for the Mediterranean Biodiversity Knowledge and Action Program of IUCN-Med. The scheme of all deliverables must be agreed with the UICN-Med team before starting the work. UICN-Med will make all final decisions regarding the success of the delivery and the quality of the results. The consultant will schedule time in the work plan to review drafts and apply comments based on discussions with UICN-Med.

UICN-Med will provide contacts or access to relevant contacts and background documents to carry out the tasks.

## 2.6 Timeline

The deadline for completing these tasks will extend from the effective date of the consultancy contract until May 31, 2024.



## **2.7 Consultants Profile**

The company/expert/organization participating in this consultancy must possess knowledge and experience in preparing and editing IUCN publications related to Mediterranean biodiversity and aquatic ecosystems.

Consultants are expected to work closely with UICN-Med and be flexible to adapt to changes.

## **PART 3 – INFORMATION TO BE PROVIDED BY THE PROPONENTS**

By participating in these Terms of Reference (TdR), the Proposers indicate their acceptance of the conditions set out in these TdR.

The information provided will be used to evaluate the Proposals. It is not advisable to submit additional information that has not been expressly requested.

Proposals will be evaluated according to the following criteria: related experience, technical knowledge, proposed methodology, schedule, and budget.

Each of the following sections must be submitted as a separate document and will be evaluated separately:

### **Declaration**

Please read and sign the corresponding Declaration (in English) at the end of this document and include it in your proposal.

### **Curriculum Vitae**

Brief CV detailing relevant experience in the subject matter of the team/person.

### **Technical Proposal**

Applicants must submit a technical proposal for carrying out the tasks.

### **Financial Proposal**

Prices must include all expenses.

The rates and prices presented will include all expenses, insurance, taxes, fees, charges, expenses, liabilities, obligations, risks, and any other necessary element for the proper fulfillment of the Requirement. Any expense not expressly indicated in the Proposal cannot be accepted in any transactions or as part of the contract.

**Taxes Applicable to Goods and Services:** The proposed rates and prices will include VAT.



**Currency of Proposed Rates and Prices:** Unless otherwise stated, all rates and prices submitted by the Proposers will be in euros.

**Rates and Prices:** Proposers must submit a fixed and firm price for the total services, not exceeding the budget limit reflected above.



## PROPOSER'S DECLARATION FOR SELF-EMPLOYED WORKERS

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, including Personal Data as defined by the European Union's General Data Protection Regulation (GDPR). 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 reasonably 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>



## PROPOSER' DECLARATION FOR COMPANIES

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 the end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably 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 >