



Request for Proposals

IUCN Asia Regional Office

Issue Date: 13 September 2016

Closing Date and Time: 27 September 2016, 17h00 ICT (Indochina Time)

IUCN Contact:

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PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. About IUCN

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

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

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

1.2. Summary of the Requirement

IUCN invites you to submit a Proposal for the management and delivery of the Project Preparation process for the GEF-funded "The Restoration Initiative (TRI) – Myanmar Child Project". Further details of the Requirement are described in Part 2 of this Request for Proposals (RfP).

1.3. The procurement process

The following key dates apply to this RfP:

RfP Issue Date	13 September 2016
RfP Closing Date and Time	27 September 2016, 17h00 ICT (Indochina Time)
Estimated Contract Award Date	10 October 2016

Estimated Contract Value	Up to USD 60,000
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1.4. Conditions

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

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

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

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

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

1.5. Queries and questions during the RfP period

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

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

1.6. Amendments to RfP documents

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

1.7. Proposers' due diligence

IUCN has taken all reasonable care to ensure that this RfP is accurate; however, IUCN gives no representation or warranty as to the accuracy or sufficiency of the contained information. Proposers are required to inform themselves fully of all conditions, risks and other circumstances relating to the proposed Contract prior to submitting a Proposal. Proposed prices shall be deemed to cover the cost of complying with all the conditions of the RfP and of all things necessary for the due and proper performance and completion of the proposed Contract.

1.8. Costs of preparing Proposals

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

1.9. Confidentiality

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

1.10. Proposal lodgement methods and requirements

Proposers must submit their Proposal to IUCN no later than 17h00 ICT on 27 September 2016 by email to Angela.JOEHLCADENA@iucn.org. The subject heading of the email shall be [RfP-GEF TRI Myanmar Child Project-[Proposer Name]]. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format and proposers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and no later than 10h00 ICT on 28 September 2016, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

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

1.11. Late Proposals

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

1.12. Incomplete Proposals

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

1.13. Withdrawals and Changes to the Proposal

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

1.14. Partial and Alternative Proposals

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

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

1.15. Validity of Proposals

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

1.16. Eligibility

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

- a) are not registered on the professional or trade register of the State in which they are established;

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

1.17. Evaluation of Proposals

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

1.18. Acceptance of Proposals

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

PART 2 – THE REQUIREMENT

IUCN, International Union for Conservation of Nature, is the Global Environment Facility (GEF) Partner Agency in charge of the implementation of the "The Restoration Initiative (TRI) – Fostering innovation and integration in support of the Bonn Challenge" Programme (GEF ID: 9264). The Programme Framework Document (PFD) was approved by the GEF Council in July 2016. A first Child Project Summary Note, entitled "Reversing Myanmar's forest degradation and deforestation and restoring forest landscapes through local multi-stakeholder co-management", was prepared for the Child Project in Myanmar ([Annex 2](#)).

Within IUCN, the Myanmar Child Project is coordinated by the Asia Regional Office based in Bangkok, Thailand. The Asia Regional Office is supported by the IUCN GEF Coordination Unit based in IUCN's Headquarters in Gland, Switzerland as well as by IUCN's Global Forest and Climate Change Programme.

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

Background

The project “**Reversing Myanmar’s forest degradation and deforestation and restoring forest landscapes through local multi-stakeholder co-management**” is part of The Restoration Initiative (TRI) programme. This programme consists of a Programme Framework Document (PFD) that defines the overall programme objective, architecture, and available GEF funding from which 12 “child” projects – 11 national projects and 1 global project – will be constituted.

The **Overall Programme Goal** is to contribute to the restoration and maintenance of critical landscapes to provide global environmental benefits and enhanced resilient economic development and livelihoods, in support of the Bonn Challenge.

The **Programme Components** as defined in the PFD are as follows:

Component 1. Policy Development and Integration

Component 2. Implementation of Restoration Programmes and Complementary Initiatives

Component 3. Institutions, Finance, and Upscaling

Component 4. Knowledge, Partnerships, Monitoring and Assessment

The **Myanmar Child Project** is comprised of four components. Indicative outputs and activities can be found in the Child Project Summary Note in [Annex 2](#). However, the outputs and activities will likely need to be revised based on the assessments and consultations conducted during the PPG, and aligned with the TRI Global Programme.

Two priority districts were identified in the Summary Note: 1) Katha District, Sagaing Division, and 2) Dawei District, Tanintharyi Division. These sites will need to be discussed and confirmed during the PPG phase. It is likely that only one site will be retained.

Duties and Responsibilities

The Consultancy Team under the direction of IUCN as the Implementing Agency, with the support of the GEF national focal point, will have the following specific duties:

Phase 1: Scoping, Consultation and Elaboration of Project Components

- **Scoping and Consultation**
 - Baseline data capture and review
 - Identification of potential project partners, co-funding opportunities, existing projects and synergies
 - Consultation with key national and regional stakeholders
 - Scoping missions to the target site(s)
 - Analysis of likely project management structures
 - Support PPG Inception Workshop
- **Elaboration of Project Component 1: Assessment of policy and legal frameworks related to forest landscape restoration (FLR) and identification of means and support to facilitate policy enhancement and change.**
 - Identify the strengths and weaknesses of existing policies, legislation, regulations and strategies related to FLR, either (i) directly supporting FLR or (ii) complementary land use policies and incentive mechanisms that promote FLR. Identify synergies, conflicts and trade-offs between different initiatives and policies adopted by relevant institutions.

- Broadly assess the policy environment to understand if it is favourable to FLR and complementary sustainable land management activities. This should include a review of the land tenure and governance framework and an identification of issues and constraints relevant to proposed project interventions.
- Identify gaps, entry points, and potential actions for improving existing provisions and mainstreaming FLR.
- Examine existing cross-sectoral policy coordination mechanisms (if any) and identify/propose ways to establish or strengthen coordination mechanisms.
- **Elaboration of Project Component 2**
 - Identify current and proposed (sub)national restoration programmes and complementary sustainable land management programmes and describe strengths and weaknesses.
 - Identify potential sites and target communities, and elaborate potential activities for FLR, in close collaboration with IUCN and in coordination with the Social Impact Assessment carried out in parallel (see section on ESMS below). During the PPG phase, IUCN plans to carry out elements of the Restoration Opportunities Assessment Methodology (ROAM)¹ for the identification of priority restoration sites and interventions. This should be closely coordinated with the PPG.
 - Identify viable economic alternatives and complementary sustainable land management programmes that could be developed to reduce pressure on natural resources (such as sustainable agriculture, community forestry, alternative livelihood options), and identify potential partners to develop these economic alternatives and complementary sustainable land management programmes. This should be done using a landscape approach, i.e. through practices that result in functional landscapes, where all elements or uses within a landscape are considered. When identifying economic alternatives, conditions and needs of women, vulnerable groups and other relevant social groups should be taken into consideration and opportunities explored to enhance social and environmental livelihood conditions.
- **Elaboration of Project Component 3: Assessment of institutional capacity and national and sub-national stakeholder capacity to plan for and manage FLR, as well as conditions to mobilize domestic and external funding and upscaling.**
 - Map current roles and responsibilities of the key institutions involved in FLR.
 - Identify the governance structures and existing institutional arrangements (both at national and local levels) between the key institutional stakeholders (including collaborative mechanisms and cross-sectoral coordination, and including local communities).
 - Broadly assess government institutional capacity to support/implement FLR (including identification of fiscal and human resources, knowledge and expertise, as well as operational and procedural frameworks).
 - Identify institutional capacity development needs for effective FLR both at national and local level, as well as capacity building needs of local communities (using Capacity Development Scorecards).
 - Identify strategies to ensure the institutions' ability to fulfil their respective roles in project implementation and also support the long-term sustainability of project results beyond the project duration.
 - Identify additional national and sub-national stakeholders more indirectly involved in FLR and broadly assess their strength and capacity building needs for effective implementation of restoration programmes using FLR best practices, including forest and agricultural extension services, monitoring of biodiversity, carbon storage and flux, and other ecosystem services in forested and agricultural landscapes.

¹ Online at: <http://www.iucn.org/theme/forests/our-work/forest-landscape-restoration/restoration-opportunities-assessment-methodology>

- Broadly assess the investment environment in the country for public and private stakeholders: opportunities and gaps, and identify partners and opportunities for possible 'bankable' restoration projects. A key outcome of TRI will be the development of financing models which could be converted into 'bankable' project proposals for each TRI country, for use in mobilizing additional funding for in-country FLR.

- **Elaboration of Project Component 4**

- Identify and describe the potential national contribution to the Global Learning, Finance and Partnerships (GLFP) child project.
- Assess how support and tools from the Global Child can contribute to the national Child project success. Potential support and tools include:
 - TRI-specific and thematic knowledge products on FLR.
 - Monitoring tools to be presented during the TRI Global Launch workshop planned to be held in October 2016.
 - Methodologies to develop bankable projects (including UNEP's Enabling Investments Rapid Diagnostic tool), and restoration finance events including marketplace fora for investors and projects to meet.
 - Awareness raising campaign on FLR to support the national project objectives as well as global awareness on FLR.
 - Support for uptake of policy solutions.

Phase 2: Project Components Design and PPG Documentation

- **Project Components Design**

- Situational Analysis (at the national and subnational scale)
- Stakeholder analysis at national and subnational scale, and initial stakeholder consultations
- Detailed evaluation of existing initiatives, executing and co-financing partners, project roles and timetable/schedule interlinkages
- Alignment with TRI Global Programme
- Literature review of ecosystem services valuation, specifically for incorporation of biodiversity considerations into FLR, water services, and carbon abatement.
- Identification and design of project activities at local, national and global level
- Identification of risks from climate change (e.g. impacts of climate variability and changes on the effectiveness and sustainability of project activities and/or risk of project activities increasing vulnerability of the ecosystem to current or future climate variability and changes) and suggestion of mitigation measures
- Detailed project costings
- Securing co-funding commitments
- Designing and conducting a stakeholder validation workshop in close collaboration with IUCN

- **Monitoring and Evaluation and Communication**

- Development of an M&E framework, based on the overall M&E framework for TRI, including process and environmental and social indicators, identification of responsibilities and M&E budget.

- Completion of tracking tools in line with the TRI Global Programme
- Development of a communication strategy including about the ESMS Grievance Mechanism²
- **PPG Documentation Development**
 - Project results framework with gender disaggregated indicators (based on the SIA)
 - Baseline analysis
 - Project budget and costings
 - Institutional framework of the project and implementation arrangements developed in close collaboration with key government representatives and other stakeholders
 - Coordination mechanisms with other projects and initiatives
 - Project work plan
 - Monitoring & Evaluation plan
 - Stakeholder Involvement Plan
 - Co-financing Letters of Commitment
 - All other documentation required for IUCN Project Documentation and CEO Endorsement Request documentation (including GEF/TRI relevant tracking tools)
 - Support to final country and GEF validation process

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

IUCN Environmental and Social Management System (ESMS) Procedures

In parallel to the PPG Consultancy, a social impacts assessment (SIA) will be contracted separately in order to comply with the provisions of IUCN's [Environmental and Social Management System](#) (ESMS)³. The SIA is intended to take place once the results of the situational analysis are known, the demonstration sites and communities have been selected, stakeholders have been analysed, first consultations have taken place and the main activities have been identified.

The PPG Consultancy Team will collaborate closely and interact with the SIA expert (or team). In fact, the SIA is conceptualized as a parallel process, which complements the project design process and requires close cooperation, in iterative steps, due to the necessary feedback between the two processes. The findings of the SIA and proposed mitigation measures (Environmental and Social Management Plan, ESMP) are to be integrated into the final project design.

Project Team and Qualifications

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

² The ESMS Grievance Mechanism is described on the IUCN website at <https://www.iucn.org/resources/project-management-tools/environmental-and-social-management-system>

³ <http://www.iucn.org/resources/project-management-tools/environmental-and-social-management-system>

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

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

- Ecology and Biodiversity
- Ecosystems Services Management
- Project Design and Implementation
- Institutional Strengthening
- Forest Landscape Restoration (FLR) and the landscape approach
- Economic Cost-Benefit Analysis and Restoration Finance and Resourcing
- Forest ecology and sustainable forest management
- Crop and Agro-forestry Production systems (including certification schemes)
- Understanding of social and human rights issues related to FLR and particular conditions and needs of indigenous/tribal/ethnic groups
- Community-led and participatory approaches for natural resource management (including co-management models) and benefit sharing approaches
- Livelihood Diversification (including gender relevant income opportunities)
- Gender and Equality
- Financial Management
- GIS Skills
- Fluency in English as well as Myanmar language (written and spoken)

The Team Leader must be an expert in one or more of the above disciplines, with at least 10 years of professional expertise following a higher academic qualification (MSc or PhD), and 5 years of experience in GEF project design and/or implementation.

The other identified experts must have at least 5 years of professional expertise following a suitable academic qualification (BSc or higher). It is anticipated the experts identified within the bidder's proposed project team will each cover multiple disciplines.

Period of Project Preparation award

The Project Preparation award is expected to commence on 10 October 2016 and to be completed on 31 March 2017.

- Phase 1 (Scoping, Consultation and Elaboration of Project Components) of the PPG is expected to be completed by 31 January 2017.
- Phase 2 (submission of the full Project Document and CEO Endorsement documentation to IUCN) is to be completed by 31 March 2017.

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

Schedule of Payments

The detail of the financial proposal is to be submitted in the tables provided in Part 4. The details required include the daily or weekly rate of each member of the project team, the estimate of the number of days/weeks of input required, the unit costs of flights and estimate of the number of flights, and an estimate of the number of days of in-country with unit daily subsistence costs.

The total fee estimate will then be used as the basis for the schedule of payments, with expenses recoverable at cost with proof of purchase (bills) and usage (tickets) up to the estimated amounts as a maximum.

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

Contract signature	20%
Completion of scoping missions and inception workshop	20%
Completion of project component design	30%
Completion of Project Documentation and submission to IUCN	30%

Travel

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

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

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

PART 3 – THE EVALUATION MODEL

The selection criteria will consist of a technical and financial component. A weighting will be provided to each component as follows: Technical Weighting Factor 80%, Financial Weighting Factor 20%, with the total score a combination of these two percentages.

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

Project Methodology and Work Plan	25%
Experience in PPG Preparation	25%
Community development (including gender)	10%
Experience in Forest Landscape Restoration (incl. financing)	20%
Familiarity with target country	20%
Total	100%

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

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

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

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

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

PART 4 – INFORMATION TO BE PROVIDED BY PROPOSERS

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

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

4.1. Declaration

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

4.2. Technical information/Service Proposal

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

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

4.3. Pricing information

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

Prices include all costs

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

Applicable Goods and Services Taxes

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

Currency of proposed rates and prices

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

Rates and Prices

Staff Input Budget

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

Expenses Budget

Expense Description	Unit Rate	Quantity	Sub-Total
International Flight 1			
International Flight 2			
National Flight 1			

National Flight 2			
Daily Subsistence			
Domestic Travel			
Other 1			
Other 2			
Other 3			
TOTAL		n/a	

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

4.4. Non-price commercial information

Bidders are required to provide the following:

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

PART 6 – DEFINITIONS

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

Contract	Means any contract or other legal commitment that results from this Request for Proposals.
Contractor	Means the entity that forms a Contract with IUCN for provision of the Requirement.
Instructions	Means the instructions and conditions set out in Part 1 of this Request for Proposals.
IUCN	Means IUCN, International Union for Conservation of Nature and Natural Resources.
IUCN Contact	Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.

Proposal	Means a written offer submitted in response to this Request for Proposals.
Proposer	Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.
Requirement	Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.
RfP	Request for Proposals

ANNEX 1: PROPOSER’S DECLARATION

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

Preparation of the GEF-funded “The Restoration Initiative (TRI) – Myanmar Child Project”

1 ORGANISATIONAL INFORMATION

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

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

2 CONTACT POINT

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

3 HOLDING OR PARENT COMPANY

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

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

Country of registration:	
Address / registered address:	

4 STATEMENT

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

I further declare that we:

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

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

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

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

<Signature of authorised representative of the Proposer>

< Name and position of authorised representative of the Proposer >

ANNEX 2
NAME OF PROGRAM:
THE RESTORATION INITIATIVE
Child Project Summary Note¹

PART I: PROJECT IDENTIFICATION AND SUMMARY

Project Title:	Reversing Myanmar's forest degradation and deforestation and restoring forest landscapes through local multi-stakeholder co-management		
Country(ies):	Myanmar		
GEF Agency(ies):	IUCN		
Other Executing Partner(s):	MOECAF		
GEF Focal Area(s):	Multi-Focal Areas	Project Duration (Months)	48
Name of parent program:	The Restoration Initiative (TRI)	Agency Fee (\$)	238,707
Total GEFTF funding (\$)	2,891,000	Total Co-financing (\$)	TBD

PROJECT SUMMARY

Please describe: 1) executive summary of the project; 2) how the proposed child project aligns with TRI.

1) Executive summary

- For over 100 years, Myanmar's forests have been heavily over-extracted for timber and are now being rapidly lost through degradation and land conversion to agriculture and plantations. Since the early 2000s to present, Myanmar's forest cover fell from 65% to less than 48%. Dense forest fell between 1990 and 2010 from 45% to just 18% (FAO 2010). Much of this decrease is the result of over-harvesting for timber, both legal and illegal, and conversion to industrial plantations for cassava, oil palm and sugarcane. Following recent changes in Myanmar's political system and opening of the economy, the level of development is likely to increase dramatically as the country remains one of the largest untapped economies left in the region.
- There is a chance to salvage what remains and reverse the degradation trend; many degraded forests are still ecologically robust, with natural regeneration occurring (though often lacking the best quality seed trees, which have been already removed for timber). However, if action is not urgently taken the decline may become irreversible and degradation may lead to even more widespread forest conversion to other uses.
- A large scale participatory forest landscape restoration (FLR) initiative is therefore needed to reverse the trend through a combination of Ministry of Environmental Conservation and Forestry (MOECAF) and CSO-led interventions and technical support, building on and enhancing existing strengths and capacity.
- The principle aim of the project is to assert joint Forest Department (FD) and community control over degraded forests and restore them to their former status as ecologically healthy and productive resources to be managed for multiple purposes, including ecosystem services and timber production.
- Large-scale restoration will involve restoring control of forest areas, avoidance of conversion into non-forest uses, protecting and regulating access to enable natural regeneration, and assisted planting, leading to improved forest ecosystems and multiple benefits particularly to local citizens.
- The project will introduce best practices of FLR and ecosystem-based management approaches building on existing activities and experiences and strengthening learning processes wherever possible.
- The initiative will work through existing policy models and initiatives (community forestry, Community Forestry National Working Group, CLEARR, etc.) and seek to both evolve these models and where appropriate develop new models for joint management that involve the FD working closely with local communities (e.g., participatory or co-management, community conservation) with benefit sharing incentives that motivate communities to plant and protect.
- Policies and management models will be harmonized with a range of ongoing policy processes and developments in Myanmar: NBSAP, National Land Use Policy, REDD+, FLEGT, peace process and

¹This Child Project Summary Note is intended to convey whatever preliminary information exists at this stage on a child project and that is indicative of how it will contribute to the overall Program.

political dialogue. Other government agencies will need to support, and desist from transferring "unclassified forest land" to other uses.

- Capacity and stakeholder relationships are key challenges: FD lacks the capacity for the task alone and staff morale is low; communities lack rights and incentives. There is a long history of poor relations between communities and public servants in forest areas due to lack of provision for domestic needs and widespread corruption and authoritarianism. New models and approaches are needed whereby FD and local communities build constructive relationships and collaborate effectively. Participatory models need to be developed and adapted through innovative designing and piloting to explore models for community mobilization. Communities must have a significant role in the control, management, and use of forest resources. FD staff need living salaries so they do not need to augment these through bribes from subcontractors or villagers.
- Benefit sharing between state and communities will be essential, to both rebuild trust and provide incentives. Local communities must have a stake in the forests if the project is to be sustainable. This will include revenue sharing from timber derived from restoration.

The project will achieve effective forest landscape restoration in two priority districts:

1. Katha District, Sagaing Division. This district has been identified by FD Director General as a priority. There are extensive areas of dry deciduous forest that used to contain some of Myanmar's most valuable timber stands. The area has been subject to heavy logging and there is an expanding land conversion frontier for plantation crops and agriculture. The area is relatively sparsely populated and CSO mobilization is limited.
2. Dawei District, Tanintharyi Division. This district has also been identified by the FD DG as a priority. There are extensive areas of evergreen and mixed evergreen forest, but also widespread degraded forests and land grabs of various kinds often used to generate conversion timber. The area, adjacent to Thailand, is subject to accelerating commercial development. Community forestry is developing well and there is extremely strong CSO capacity and mobilization.

FLR in these areas will be achieved by working with FD to enhance its District Forest Management Plans (their technical design, multi-functional objectives and implementation) in conjunction with CSO stakeholders and technical advisers, through a landscape approach. The two-location approach provides an opportunity for transferable co-learning exchange for mutual enhancement and for national policy reform processes that would to be afforded in a single site alone.

Project components and activities are as follows:

- **Component 1:** Support for the development and/or revision of national plans, policies and strategies to improve the enabling environment for restoration.
 - Activity 1.1: Provide targeted support for the development of national, state/region, district and township FLR plans, policies and strategies, including complementary SLM;
 - Activity 1.2: Lead the process of securing, documenting and communicating a well-considered pledge to the Bonn Challenge.
- **Component 2:** Restoration and protection of forest cover in critical areas through introduction of FLR best practices, support for land tenure reforms, and improved management and protection of high-conservation value and production forests.
 - Activity 2.1: Develop landscape restoration and management plans linked to the existing District Forest Management Plans, incorporating biodiversity, recovery/enhancement/protection of carbon stocks, and enhancement/protection of other ecosystem services, and integrated with sectoral plans and programs, in selected priority sites using FLR best practices, *as appropriate*;
 - Activity 2.2: Support for improved management of production forests and enhanced protection of high-conservation value forests;
 - Activity 2.3: Support for land tenure reforms through cadastral surveying, support for rural land administration, and certification and land use planning; particularly the issue of gazetting Unclassified Forests ('Virgin, Fallow and Vacant Land')
 - Activity 2.4: Support for restoration value chain enhancements and complementary SLM activities.

- **Component 3:** Targeted capacity building for a range of institutions across sectors and at different scales to effectively coordinate and engage in restoration and sustainable land management.
 - Activity 3.1: Collaborate with in-country and international partners to address learning needs and capacity gaps by conducting peer-to-peer learning events, train-the-trainer opportunities, stakeholder workshops, meetings of decision makers, and learning exchanges; including strengthening rule of law in forest sector in conjunction with FLEGT process
 - Activity 3.2 Support the initiation and ongoing stewardship of inter-ministerial working groups and similar cross-sector institutional frameworks.
- **Component 4:** Learning and partnerships
 - Activity 4.1: Establishment of monitoring systems for water quality, biodiversity, carbon stock/flux, and relevant ecosystem services and measures of ecosystem integrity.
 - Activity 4.2: Participation in annual TRI Annual Knowledge and Learning event to provide opportunities to share lessons, discuss implementation successes and challenges, and increase learning.

2) Alignment with TRI

The proposed project is fully aligned with TRI's approach and strategic objective of contributing "*...to the restoration and maintenance of critical landscapes that provide global environmental benefits and enhanced resilient economic development and livelihoods, in support of the Bonn Challenge.*"

The proposed project will:

- Introduce international best practices of FLR into the management of forests that provide globally significant environmental benefits in terms of biodiversity, carbon storage and sequestration, and that contribute to arresting global land degradation trends; and that also provide locally important benefits in terms of water quality, soil quality and stabilization, and provision of wood and NTFPs.
- Contribute to the Bonn Challenge target of restoring 150 million hectares of deforested and degraded lands by 2020 through direct restoration xx ha of planted forest in pilot landscapes and improved ecosystem services in xx ha of forested landscapes. [Values to be defined during Child project development.].
- Contribute to building the evidence base that forest landscape restoration and ecosystem-based approaches to biodiversity conservation yield healthier landscapes that provide enhanced ecosystem services.
- Provide funding to institutionalize south-south cooperation and expand partnership efforts on FLR and complementary sustainable land management initiatives among TRI countries and beyond.

The selection of Myanmar as host for a national child project under TRI is fully aligned with the Child Selection Criteria stated in the TRI PFD. This includes the following (Child Selection Criteria points shown in italics):

- *There are domestic restoration objectives which could provide a foundation for a Bonn Challenge pledge.* Master Plan for Forest Sector, NBSAP, DZGD, CFI, Land policy, Forest Policy
- *There are opportunities to build on and add value to existing initiatives.* The project is consistent with the revised NBSAP 2015-2020. The NBSAP comprises eight strategic tasks, 29 actions and 11 safeguarding measures. It also identifies 2 priority conservation areas. The landscapes in this proposed project are all located in the priority areas, and the intended project outcomes and outputs will contribute to four of the priority actions in the NBSAP, including: developing policies to enhance biodiversity conservation and sustainable use; incorporate biodiversity conservation into relevant sector and regional planning and programs; ensure sustainable use of biodiversity; and improve biodiversity conservation outside nature reserves.
- *There is potential to attract significant co-financing.* Donors (LIFT) may commit substantial co-financing to the project.
- *A diversity of restoration interventions are represented in the program package.* Both wide-scale and mosaic restoration opportunities are present in the areas targeted for intervention. A robust FLR planning process will be undertaken, to include consideration of a broad range restoration and management

approaches that seek to enhance a wide range of ecosystem services from forested resources, including water quality, soil conservation, and protection against desertification. Moreover, the project's support for PPP measures to enhance sustainability, as well as integration of FLR and ecosystem service valuation and accounting into the policy planning processes present significant learning opportunities.