IUCN Global Protected Areas Programme
The BIOPAMA programme

Issue Date: **21 June May 2021**

Closing Date and Time: **30 June 2021, 23:59 CET**

**IUCN Contact:**

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BIOPAMA project officer
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Carole Martinez
Senior BIOPAMA Action Grant Manager
carole.martinez@iucn.org

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

**1.1. About IUCN and the BIOPAMA programme**

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.

The Biodiversity and Protected Areas Management (BIOPAMA) programme aims at improving the long-term conservation of biodiversity in African, Caribbean and Pacific (ACP) countries by promoting the use of the best available science and knowledge and building capacity to strengthen policy and decision-making on biodiversity conservation and protected areas management (terrestrial and marine). BIOPAMA is implemented jointly by IUCN (International Union for Conservation of Nature) and EC-JRC (European Commission Joint Research Centre) and is an initiative of the ACP Secretariat funded by the European Union under the 11th European Development Fund (EDF). Regionally, the programme’s implementation is organized between four regions: Eastern and Southern Africa, Western and Central Africa, the Caribbean and the Pacific.

The Action component is a grant-making facility and is a novelty of the BIOPAMA programme. It will distribute 20 million Euros for activities on the ground in Africa, Caribbean and Pacific countries, between 2019 and 2023. The development of an online portal is a key element of the implementation and operationalisation of the Action component. The ESMS is an important part of re-granting mechanism and implies that applicants are properly analysing risks and include mitigation measures in their activities. To support ESMS analysis, review of ESMP implementation and training IUCN is seeking for an ESMS expert.

**1.2. Summary of the Requirement**

IUCN invites you to submit a Proposal for the review of the ESMS compliance of the Action Component (AC) projects and training. The detailed description of the Requirement can be found in Part 2 of this RfP.

**1.3. The procurement process**

The following key dates apply to this RfP:
1.4. Conditions
IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing this RfP. IUCN is under no obligation to accept the lowest priced Proposal or any Proposal. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

Proposers must sign the “Proposer’s Declaration” and include it in their Proposal.

1.5. Queries and questions during the RfP period
Proposers are to direct any queries and questions regarding the RfP to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP.

Proposers may submit their queries no later than 30 June 2021, 23:59 CET.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

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. Proposal lodgement methods and requirements
Proposers must submit their Proposal to IUCN no later than 30 June 2021, 23:59 by email to: marine.deguignet@iucn.org and carole.martinez@iucn.org. The subject heading of the email shall be [Request for Proposal – BIOPAMA action component ESMS - [Proposer Name]]. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format. 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.

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

1.8. Late and Incomplete Proposals
Any Proposal received by IUCN later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

1.9. 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 the IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

1.10. 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.
1.11. 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.

PART 2 – THE REQUIREMENT

IUCN seeks a contractor* to review the ESMS compliance of BIOPAMA AC projects and their ESMP and to prepare training material for applicants.

* Contractors established in non-EU OECD Member States, such as Australia, Canada, Chile, Israel, Japan, Korea, Mexico, New Zealand, Switzerland, United States of America, are not eligible to be awarded contracts for the programme funded by the 11-th EDF, thus are not eligible for this contract.

The duration of the contract is 1 year from the signature date.

Context

The IUCN ESMS has been designed for projects where IUCN is the entity legally responsible for the project. This includes grant-making mechanisms, where IUCN provides funds to other organizations to implement projects that align with IUCN’s mission. Grant making refers to the process of attributing a financial sum (the “grant”) to individual projects towards the realization of a specific conservation objective, according to the guidelines set out for the overall scheme or programme. Projects are submitted in response to a call for proposals and approved on the basis of selectivity and eligibility criteria, and of an assessment of capacity of the grantee to execute.

IUCN has already implemented a number of grant making mechanisms such as Save Our Species (SOS), Integrated Tiger Habitat Conservation Programme (ITHCP), Mangroves for the Future (MFF) in Asia and the BEST Programme which provides grants for projects promoting conservation and sustainable use of Biodiversity and Ecosystem Services in EU Overseas Countries and Territories. An ongoing grant making scheme running since 2018 to 2023 is the BIOPAMA Action Component, that is a component of the second phase of the EU funded BIOPAMA programme, The Action Fund supports institutions managing protected areas in ACP countries (Caribbean, Pacific and Africa) in implementing actions as identified by management and governance assessments.

Just as with projects implemented by IUCN, it is essential to ensure that these IUCN-funded projects avoid, minimize, and compensate for any negative environmental and social impacts that arise as a result of their implementation – through a safeguard system like the ESMS. Implementing such a system for grant mechanism requires a good understanding of a designated staff member to implement safeguard review and compliance steps along the project cycle.

Requirement

The two deliverables are contained in this section:

1. Review and monitoring of existing environmental and social management plans (ESMP ~17) of ongoing projects awarded under the BIOPAMA Action Component, working in close collaboration with the regional BIOPAMA grant officers; and review and assess the ESMS compliance of submitted project proposals under the 2022 Medium Grant calls in the Pacific and Central Africa regions. Estimated: ~30 projects.
2. Develop training materials with guidelines and video with tangible examples for the upcoming medium grant call (in 2021/2022). The detailed content of the training workshop will be agreed with the Senior BIOPAMA action grant manager, the BIOPAMA officer and Governance lead, and should include:
   a. ESMS Standards (with main emphasis on the social Standards):
      i. Trigger of standards
      ii. Standard specific Tools
      iii. Monitoring Standard requirements
b. ESMS Principles and how they are implemented in the ESMS, in particular
   i. Gender and Vulnerable groups with tangible real cases as examples
   ii. Stakeholder Consultations, with tangible real cases as examples
   iii. Disclosure and Grievance, with tangible real cases as examples


PART 3 – THE EVALUATION MODEL

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in the table below:

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Maximum attainable points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in ESMS of projects in the field of nature conservation</td>
<td>20</td>
</tr>
<tr>
<td>Demonstrable experience working on ESMS issues in African, Caribbean and Pacific context.</td>
<td>20</td>
</tr>
<tr>
<td>Experience in developing training materials and running trainings on ESMS.</td>
<td>20</td>
</tr>
<tr>
<td>Knowledge with the main ESMS tools.</td>
<td>20</td>
</tr>
<tr>
<td>Price Score</td>
<td>10</td>
</tr>
<tr>
<td>Completeness and relevance of the technical proposal (according to the Requirements)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
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.

**Each of the following must be submitted as a separate document, and will be evaluated separately.**

### 4.1. Declaration

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

### 4.2. Technical information/Service Proposal

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

i. CVs of the person(s) involved in the implementation of the contract, highlighting particularly the experience in the African, Caribbean and Pacific regions; experience with ESMS and application of the ESMS main tools;

ii. Examples of training materials developed (links or attachments);

iii. Other documents that might be necessary to support demonstrate the experience such as certificates, training reports, etc.

### 4.3. Pricing information

**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 Euros.

**Rates and Prices**

The estimated contract value should not exceed 80,000 Euros.

**Contract**

The contractor will be offered a standard IUCN consultant contract. Amendments to it will only be accepted in exceptional circumstances, at IUCN’s discretion.
PART 5 – 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

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

Contract for the provision of title of requirement

1 ORGANISATIONAL INFORMATION

<table>
<thead>
<tr>
<th>Name/registered name:</th>
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<tbody>
<tr>
<td>Legal Status</td>
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<tr>
<td>Current trading name (if different):</td>
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<td>Registered number:</td>
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<td>Year of registration:</td>
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2 CONTACT POINT FOR THIS TENDER

| Name:                          |                                  |
| Position:                      |                                  |
| Telephone Number:              |                                  |
| Email Address:                 |                                  |
| Address:                       |                                  |

3 HOLDING OR PARENT COMPANY (if applicable)

<p>| Name/registered name:          |                                  |
| Previous names / registered names (if different): |                            |</p>
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<th>Current trading name:</th>
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<td>Previous trading names (if different):</td>
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<td>Registered number:</td>
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<td>Country of registration:</td>
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<td>Address / registered address:</td>
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4 REFERENCES

Please provide, in the table below, the reference information of at least three (3) projects, which are of a similar nature to that which will arise from this tender. The information must include:

- Client name, location, and date of execution;
- Description of project and specifically the work done in the project by you / your company;
- The approximate contract value;
- Contact details for checking references (you must provide the name, title, email address and telephone numbers of someone who can be contacted to confirm the references provided).

Proposers are reminded that the references provided may be checked and the outcome of their feedback taken in consideration during the technical evaluation. Proposers must ensure that the provided contact details of the proposed referees are complete, detailed and updated.

<table>
<thead>
<tr>
<th>Client Name, Location, and Date of Execution</th>
<th>Description of the Project and the Work performed</th>
<th>Contract Value (Currency)</th>
<th>Contact Details for Reference Check</th>
</tr>
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5 STATEMENT

I, the undersigned, being the authorised representative of the above Proposer, hereby declare that the Proposer has examined and accepts without reserve or restriction the entire content of the Request for Proposals (RfP) for the goods/services referred to above.

I confirm that:

- The Proposer is registered on the relevant professional or trade register of the State in which it is established;
- The Proposer is in full compliance with its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of Switzerland and those of the country where the Contract is to be performed;

and that none of the following **Exclusion Criteria** apply to the above Proposer or persons having powers of representation, decision-making or control over it:

- has a conflict of interest in connection with the Contract; (A conflict of interest could arise in particular as a result of economic interests, family or emotional ties, or any other relevant connection or shared interest.)
- has been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection;
- is bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of res judicata;
- has been guilty of grave professional misconduct;
- has 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.
I acknowledge on behalf of the Proposer 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.

I fully recognise and accept that any inaccurate or incomplete information provided in the Proposal may result in its exclusion from this RfP and other future contracts with IUCN.

The Proposer 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 any resulting Contract.

The Proposer offers to provide the goods/services requested in the RfP on the basis of the following documents, which are submitted:

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

This Proposal is subject to acceptance within the validity period stipulated in the RfP (section 1.10).

<Date and Signature of authorised representative of the Proposer>

< Name and position of authorised representative of the Proposer >