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 oldest and largest global environmental organization, with more than 1,200 government and NGO Members and almost 11,000 volunteer experts in some 160 countries. IUCN’s work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world.

1.2. About BEST 2.0+

BEST 2.0+ is a transition programme towards a more stable financing scheme. It is a direct follow up to the "BEST 2.0 Programme", a part of the B4Life flagship initiative, which has been designed to support field actions for protection of biodiversity in the EU Overseas Countries and Territories (OCTs). BEST 2.0+ has been developed in accordance to the overarching policy framework of the Agenda for Change, through emphasising its support to empowering civil society, improving the local governance of natural resources and promoting an ecosystem services-based green economy. It complies with the provisions of the Overseas Association Decision, which establishes the rules and modalities of cooperation of the EU with the OCTs.

The overall objective of the BEST 2.0+ Programme is to promote the conservation of biodiversity and sustainable use of ecosystem services, including ecosystem-based approaches to climate change adaptation and mitigation, as a basis for sustainable development in OCTs.

The specific objective of BEST 2.0+ Programme is to enable, empower and strengthen local authorities and civil society organisations, which are committed to local development, biodiversity conservation and sustainable use of ecosystem services in OCTs through the implementation of a grant scheme accompanied by capacity building activities.

1.3. Summary of the Requirements

IUCN invites you to submit a Proposal for the implementation of the BEST 2.0+ Regional Focal Point tasks of the project. Further details of the Requirements and terms of reference of the Regional Focal Points are described in Part 2 of this RfP.

1.4. The procurement process

The following key dates apply to this RfP:

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RfP Issue Date</td>
<td>23/05/2019</td>
</tr>
<tr>
<td>RfP Closing Date and Time</td>
<td>28/06/2019 at 23:59 CET</td>
</tr>
<tr>
<td>Tentative Contract Award Date</td>
<td>19/08/2019</td>
</tr>
</tbody>
</table>

1.5. 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.

1.6. Queries and questions during the RfP period
Proposers are to direct any queries and questions regarding the RfP content or process to the IUCN Contacts described above. No other IUCN personnel are to be contacted in relation to this RfP unless directed to do so by the IUCN Contacts.

Proposers may submit their queries relating to this RfP no later than 23:59 CET – 28/06/2019. Any queries should clearly reference any appropriate paragraph in the RfP and, to the extent possible, should be aggregated rather than sent individually. As far as is reasonably possible, IUCN will respond to all questions submitted before the deadline.

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.

1.7. 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.

1.8. 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.

1.9. 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.

1.10. 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.

1.11. Proposal lodgement methods and requirements
Proposers must submit their Proposal to IUCN no later than 23:59 CET on 28/06/2019 by email to: carole.martinez@iucn.org and anna.rosenberg@iucn.org.

The subject heading of the email shall be RfP – BEST 2.0+ Regional Focal Point – [name of the Region] - Proposer Name. Electronic copies are to be submitted in PDF and original format (eg MS Word) and proposers
may submit multiple emails if attached files are deemed too large to suit a single email transmission (suitably annotated – eg Email 1 of 3).

**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 09:00 CET on 29/06/2019**, 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 me 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.

1.12. **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 1.11. 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.

1.13. **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.

1.14. **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.

1.15. **Partial and Alternative Proposals**

Proposals must be for the entire Requirement;

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

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. **Exclusion Criteria**

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 REQUIREMENTS

BEST 2.0+ Regional Focal Point

Terms of Reference

As part of the BEST 2.0+ activities, one call for proposals (including Swift Small Grants - ≤ 50 000 euros as well as Small Grants - > EUR 50 000 and ≤ EUR 100 000 euros) and regional capacity building activities will be implemented.

In order to ensure local presence and to support potential applicants and grantees, the BEST 2.0+ team includes Regional Focal points based as follows: 1 in the Caribbean Region, 1 in the Pacific Region, 1 in the South-Atlantic Region\(^1\), 1 for the Polar and Sub-Polar Region\(^2\), and 1 in the Indian Ocean Region.

The tasks to be performed by the Regional Focal point are the following:

- Respect the necessary discretion for the good organisation of the calls for proposals and the independent review process;
- Act in a loyal manner regarding the BEST Secretariat, the European Commission;
- Ensure the good synergy between BEST 2.0+, BEST 2.0, LIFE4BEST and BIOPAMA Action Component activities and other relevant funding schemes;
- Ensure all along the implementation of BEST 2.0+ good communication and exchanges with the Coordination team in order to provide feedbacks and advices;
- Promote at the Regional and OCTs levels BEST 2.0+ Project and actively contribute to the circulation of the necessary information regarding the calls for proposals;
- Respond to questions from stakeholders in the region, through bilateral exchanges or technical workshops, in an equitable and impartial manner on the basis of the communication documents and support agreed with the BEST Secretariat;
- Organise and prepare the regional capacity building workshops/webinar in collaboration with the BEST Secretariat;
- Inform the Coordination team in case of projects that haven’t been submitted on line;
- Take care to avoid any conflict of interest and support the independent and impartial process of the calls for proposals organisation and proposal review;
- Organise the BEST 2.0+ Regional Advisory Committee (RAC) meetings for the independent evaluation of the proposals;
- Take care of the secretariat of the BEST 2.0+ RAC meetings and prepare its consolidated report;
- Support the Coordination team in the result notification to the applicants;
- Take part and report to the BEST 2.0+ Steering Committee meetings on the results of the calls and the funded projects;
- Ensure good communication with the grantees and perform the monthly monitoring of the projects, regularly complete the regional monitoring template to be shared each month with the BEST Secretariat;
- Support grantees to ensure good quality reporting and projects results promotion;
- Contribute to the financial process by means of regular interaction with the grantees and Secretariat;

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\(^1\) If the United Kingdom withdraws from the European Union during the programme’s period without concluding an agreement with the EU ensuring in particular that British OCTs shall continue to be eligible, the British OCTs will no longer participate to the programme. It will have the following consequences on the programme’s implementation: the organisation of the BEST 2.0+ regional officers will change in agreement with the European Commission.

\(^2\) This Polar and Sub-polar focal point can be based in Europe Mainland, demonstrating tangible knowledge and work experience in the Polar and sub-polar region.
 Organise and support field monitoring visits of the funded projects;
 Prepare articles and promotion materials on the projects results, including video interviews;
 Contribute to the BEST 2.0+ capitalisation process and report, synthesising the lessons learnt from the BEST 2.0+ projects, the good practices and elaborating recommendations to be discussed with the Steering Committee;
 Contribute to the knowledge management, supporting grantees in monitoring useful indicators, synthesizing the findings and highlighting impacts of BEST 2.0+ at the regional level.

The Regional Focal point will work in close collaboration with the BEST Secretariat.

Requirements:

- The BEST 2.0+ Regional Focal Point should be based in the region he/she is applying for (Caribbean, Pacific, South-Atlantic, Indian Ocean\(^3\)) in order to provide useful support to the OCTs environmental stakeholders of his/her region;
- The BEST 2.0+ Regional Focal Point should have a very good knowledge and understanding of the environmental issues of his/her region as well as a good experience of work with the environmental stakeholders of his/her region;
- The BEST 2.0+ Regional Focal Point should have a good understanding of the capacity building needs of the environmental stakeholders in his/her region;
- The BEST 2.0+ Regional Focal Point should have a very good knowledge and experience of EU funds, EU financial rules and EU grants. Experience of a grant mechanism is an asset.
- The BEST 2.0+ Regional Focal Point should be able to adjust its workload and activities agenda in accordance with the BEST 2.0+ activities and key milestones such as the launch of the calls for proposal, the organisation of capacity building workshops/webinars, the field monitoring visits and the BEST 2.0+ Steering Committee meetings.

PART 3 – THE EVALUATION MODEL

The application will be assessed against the following requirements using the information provided in the application only.

The score for each requirements listed below will be between 1 (very low) – and 10 (very good) and will be weighted by the score (in %) of the requirement for the Regional Focal Point duties.

Service requirements:

1. ToRs acceptance and compliance (Compulsory)
2. EU Funded project management, EDF/DCI reporting experience, European grant management experience (45%)
3. Work with organisation such as IUCN (5%)
4. Small grant management and work with local stakeholders experience (40%)
5. Simplified costs option experience (10%)

The applicant should address all the requirements above. The application will not be further reviewed and will be rejected if one of the above requirements is not addressed.

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\(^3\) For the Polar and sub-polar he/she can be based in Europe Mainland, demonstrating tangible knowledge and work experience in the Polar and sub-polar region.
Price:

The financial offer should be organised and presented as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Promotion of BEST 2.0+ and its calls for proposals: 10% of total amount</td>
</tr>
<tr>
<td>2</td>
<td>Information/technical support to potential applicants and grantees: 35% of total amount</td>
</tr>
<tr>
<td>3</td>
<td>Organisation of the capacity-building workshop including negotiating and getting quotes for facilities and catering cost: 10% of total amount - please note two events could be organised in the Caribbean and Pacific regions while a single event will be organised in the other regions.</td>
</tr>
<tr>
<td>4</td>
<td>Monitoring and liaison with the grantees including support to reporting: 35% of the total amount</td>
</tr>
<tr>
<td>5</td>
<td>Contribution to the Capitalisation and Projects knowledge management: 10% of the total amount</td>
</tr>
</tbody>
</table>

The service price will allow to implement all activities to be organised in the region and described above. The service price has to take into account the total number of proposals and granted projects in the region.

The price scoring will be based on cost efficiency of the proposal and will be between 1 (very low) – and 10 (very good).

**Total scoring:**

A total scoring will be based on the **service scoring** (70%) and the **price scoring** (30%).

**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**

Please use the following form for completing your technical service proposal.
BEST 2.0+ - Regional Focal Point Technical Service Proposal - [insert your region]  
- [insert your name]

Please confirm that you accept the Terms of Reference and you will comply with them if you are selected as Regional Focal Point: ☐ YES  ☐ NO

Question 1: Please provide your CV and the weblink of your website.

Question 2: Please describe how you would implement the tasks to be performed by the regional focal point and you would meet the conditions (max 1500 words).

Question 3: Please provide an example of your previous experiences in achieving support to local stakeholders (2-3 recent experiences and number of beneficiaries, indicators of success and outcomes – max 1000 words).

Question 4: Please provide a short description of the environmental stakeholders in your region their strength and weakness (max 600 words).


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 EUROS.

Rates and Prices

Your financial Proposal should state the different budget lines and total prices of the different deliverable as described below.

The overall total should takes into account the number of OCTs in your region and the anticipated number of proposals that will be presented as well as the number of projects that will be actually implemented. Travel and subsistence costs must be stated separately.

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage of Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion of BEST 2.0+ and its calls</td>
<td>10%</td>
</tr>
<tr>
<td>Information/technical support to potential applicants and selected applicants</td>
<td>35%</td>
</tr>
<tr>
<td>Organisation of the capacity building workshop including negotiating and getting quotes for facilities and catering cost</td>
<td>10%</td>
</tr>
<tr>
<td>Monitoring and liaison with the grantees including support to reporting</td>
<td>35%</td>
</tr>
<tr>
<td>Contribution to the Communication of the projects’ results, Capitalisation and projects knowledge management</td>
<td>10%</td>
</tr>
</tbody>
</table>

The service price will allow to implement all activities to be organised in the region and described above. The service price has to take into account the total number of former proposal and granted projects in the region.

The price scoring will be based on cost efficiency of the proposal and will be between 1 (very low) – and 10 (very good).

Please use the following template for completing financial proposal.
### BEST 2.0+ - Regional Focal Point Financial Proposal - [insert your region] - [insert your name]

<table>
<thead>
<tr>
<th>Activities</th>
<th>Number of Unit</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion of BEST 2.0+ and its calls: 10% of the total amount</td>
<td></td>
<td></td>
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<td>Information/technical support to potential applicants and selected applicants: 35% of the total amount</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Organisation of the capacity building workshop including negotiating and getting quotes for facilities and catering cost: 10% of the total amount</td>
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</tr>
<tr>
<td>Contribution to the Communication of the projects’ results, Capitalisation and projects knowledge management: 10% of the total amount</td>
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<tr>
<td>TOTAL</td>
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</table>
4.4. Non-price commercial information

Please provide a copy of your registration certificate and other documents relating to their tax and social security obligations, if you are self-employed. This is necessary for consultants based in the EU and Switzerland.
**PART 6 – DEFINITIONS**

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>Means any contract or other legal commitment that results from this Request for Proposals.</td>
</tr>
<tr>
<td>Contractor</td>
<td>Means the entity that forms a Contract with IUCN for provision of the Requirement.</td>
</tr>
<tr>
<td>Instructions</td>
<td>Means the instructions and conditions set out in Part 1 of this Request for Proposals.</td>
</tr>
<tr>
<td>IUCN</td>
<td>Means IUCN, International Union for Conservation of Nature and Natural Resources.</td>
</tr>
<tr>
<td>IUCN Contact</td>
<td>Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.</td>
</tr>
<tr>
<td>Proposal</td>
<td>Means a written offer submitted in response to this Request for Proposals.</td>
</tr>
<tr>
<td>Proposer</td>
<td>Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.</td>
</tr>
<tr>
<td>RfP</td>
<td>Request for Proposals</td>
</tr>
</tbody>
</table>