



Request for Proposal

IUCN Headquarters, Human Resources Management Group (HRMG)

Issue Date: 19 December 2016

Closing Date and Time: 20 January 2017 at 6pm

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 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. Summary of the Requirement

IUCN is looking to source some of its temporary employees using the services of an employment agency.

The detailed requirements are stated in part 2 of this RfP below.

1.3. The procurement process

The following key dates apply to this RfP:

RfP Issue Date	19 December 2016
RfP Closing Date and Time	20 January 2017 at 6pm
Estimated Contract Award Date	01 March 2017

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.

Proposers may submit their queries relating to this RfP no later than **6pm on January 6th, 2017**. 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.

1.6. 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 **6pm on January 20th, 2017** by email to: iucnhr-recruitment@iucn.org. The subject heading of the email shall be **Temporary Agency Submission**. Electronic copies are to be submitted in PDF and native (eg MS Word) format and proposers may submit multiple emails (suitably annotated – eg 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 **6pm on January 23rd, 2017**, 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.

1.11. 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. 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 REQUIREMENT

The services required include:

- Provide temporary staff for fixed term contracts at short notice on agency payroll
- Be used as a payroll provider where and when IUCN wishes to source a candidate that we have identified for a short term contract
- Provide us with a dedicated experienced account manager that will act according to the service level agreement that has been set.

PART 3 – THE EVALUATION MODEL

The selection criteria will consist of a quality and financial component. A weighting will be provided to each component as follows: Quality Weighting Factor 70%, Financial Weighting Factor 30%, with the total score a combination of these two percentages.

The closed questions component below involve an evaluation of the following five criteria based upon the information provided in the submitted proposal documentation:

Are you registered in Switzerland? (Must be provided in proposal) Yes No

Do you have physical operating office in Switzerland? Yes No

- Do you have a policy on diversity? Yes No
- Do you have experience sourcing for international organisations and NGO? Yes No
- Can you provide at least 4 contacts from 4 different companies with whom you have a PSL agreement that we can contact for reference? Yes No

A number of key closed questions have been identified as a must have by our institution. Only proposals all of whose responses are “Yes” will be considered. Proposals having at least one “No” will be discarded from the tender evaluation process.

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

Range of positions sourced	5%
Quality of sourcing processes applied	10%
Timing to provide candidates	5%
Payroll services	5%
Dedicated Account Manager	5%
Notice period to temporary staff	5%
Development policy (training, benefits, Swissstafing, etc.)	5%
Assessment used for evaluation of technical and behavioural skills	5%
Strategy/approach in the case of rejection of your first shortlist	5%
Policy regarding diversity and gender	10%
Performance management process in the case of improvement needs	5%
Your added-value	5%
Total	70%

Only proposals which achieve a total quality 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.

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

What are your standard rates for temporary staff on your payroll?	5%
Are your rates guaranteed for the duration of the contract? If not, why?	5%
In the case of a transfer to an IUCN staff contract, is there a fee?	5%
How long on your payroll does this fee apply?	5%
How do you charge annual leave?	5%

Is there a minimum number of contracts per year to guarantee your rates? What is it?	5%
Total	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

The following information must be provided in the proposal:

- i. Sourcing – Please make sure to outline your SLA (Service Level Agreement) standards, describing in detail your sourcing mechanism and processes before you present a candidate to a client (maximum of 2 pages);
- ii. Account Manager – identify the key contact person for the institution and the supporting experts if any do not hesitate to provide full details including org charts and flow charts where necessary (2 pages maximum);
- iii. Added Value – identify the strength of your organisation in relation to the temporary Sourcing and payroll services functions with regards to the Swiss market place. (3 pages Maximum);

Please remember that the above answers should capture the quality components outlined under part 3 of this document. This will allow us to better assess and evaluate your company against the standards that we have set to our future service provider.

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.

- i. Cost Structure – Please articulate a clear cost structure for your services which include all possible scenario when you are acting as both a payroll provider only and/or sourcing temporary staff who will be placed on your payroll;

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 Swiss Francs.

PART 5 – PROPOSED CONTRACT

Please provide a draft of your standard contract?

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