PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. About IUCN

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.
1.2. Summary of the Requirements

IUCN invites you to submit a Proposal for the implementation of the **LIFE4BEST Regional Focal Point tasks** of the project. Further details of the Requirements are described in Part 2 of this RfP.

1.3. The procurement process

The following key dates apply to this RfP:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RfP Issue Date</td>
<td>15/03/2019</td>
</tr>
<tr>
<td>RfP Closing Date and Time</td>
<td>26/04/2019 at 23:59 CET</td>
</tr>
<tr>
<td>Estimated Contract Award Date</td>
<td>24/05/2019</td>
</tr>
</tbody>
</table>

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 relating to this RfP no later than **23:59 CET – 26/04/2019**.

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 23:59 CET on 26/04/2019 by email to: carole.martinez@iucn.org and anna.rosenberg@iucn.org. The subject heading of the email shall be RfP – LIFE4BEST Regional Focal Point – 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 23:59 CET on 26/04/2019, 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.

1.8. 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 REQUIREMENTS

LIFE4BEST Regional Focal Point

Terms of Reference

LIFE4BEST Supporting biodiversity action in the EU's Outermost Regions (LIFE4BEST-ORs) is a project funded by DG Environment programme LIFE. The objectives of the project are:

1. To facilitate access to EU funds for actors in the nine EU Outermost Regions so as to unlock initiatives and potential in the fields of biodiversity conservation and the sustainable use of ecosystem services, including ecosystem-based approaches to climate change adaptation and mitigation, as a basis for sustainable development.

2. To increase the capacity of these actors to access and effectively manage EU funds.

3. To increase the visibility of EU Outermost Regions as key contributors to the achievement of EU and global biodiversity targets and EU strategies.

As part of the LIFE4BEST activities, two calls for proposals for Swift Small Grants (≤ 50 000 euros) and regional capacity building activities will be implemented.

In order to ensure local presence and support potential applicants and grantees, the LIFE4BEST team includes Regional Focal points based as follows: 1 in the Amazonia region, 1 in the Caribbean Region, 1 in the Macaronesia Region, 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 LIFE4BEST Secretariat, the European Commission and Co-financiers;
- Ensure the good synergy between LIFE4BEST, BEST 2.0, BIOPAMA Action Component activities and other relevant funding schemes;
- Ensure all the LIFE4BEST long good communication and exchanges with the Coordination team in order to provide feedbacks and advice;
- Promote at the Regional and ORs levels LIFE4BEST 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 LIFE4BEST Secretariat;
- Organise and prepare the regional capacity building workshops/webinar in collaboration with the LIFE4BEST 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 LIFE4BEST Regional Advisory Committee (RAC) meetings for the independent evaluation of the proposals;
- Ensure the secretariat of the LIFE4BEST RAC and prepare its consolidated report;
- Support the Coordination team for the result notification to the applicants;
- Take part and report to the LIFE4BEST Steering Committee meetings on the results of the calls and the funded projects;
- Ensure good communication with the grantees and take care of the monthly monitoring of the projects filling up the regional monitoring template to be shared each month with the LIFE4BEST Secretariat;
- Support grantees for good quality reporting and project' results promotion;
- Organise and support filed monitoring visits of the funded projects;
- Prepare articles and promotion materials on the projects results, including video interviews;
- Contribute to the LIFE4BEST capitalisation process and report, synthesising the lessons learnt from the LIFE4BEST 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, synthetizing the findings and highlighting impacts of LIFE4BEST at the regional level.

The Regional Focal point will work in close collaboration with the LIFE4BEST Secretariat and will liaise regularly with the LIFE4BEST team members.

Requirements:

- The LIFE4BEST Regional Focal Point should be based in the region he/she is applying for (Amazonia, Caribbean, Macaronesia, Indian Ocean) in order to provide useful support to the ORs environmental stakeholders of his/her region;
- The LIFE4BEST 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 LIFE4BEST Regional Focal Point should have a good understanding of the capacity building needs of the environmental stakeholders in his/her region;
- The LIFE4BEST 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 LIFE4BEST Regional Focal Point should be able to adjust its workload and activities agenda in accordance with the LIFE4BEST 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 LIFE4BEST 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.

Service requirements:

1. ToRs acceptance and compliance (Compulsory)
2. LIFE project management, LIFE 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 cost option experience (10%)

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

Price:

The financial offer should be presented as follows:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion of LIFE4BEST and its calls for proposals</td>
<td>5%</td>
</tr>
<tr>
<td>Information/technical support to potential applicants and grantees</td>
<td>35%</td>
</tr>
<tr>
<td>Organisation of the capacity building workshop including facilities and catering cost</td>
<td>15%</td>
</tr>
<tr>
<td>Monitoring and liaison with the grantees including support to reporting</td>
<td>40%</td>
</tr>
<tr>
<td>Contribution to the Capitalisation and Projects knowledge management</td>
<td>5%</td>
</tr>
</tbody>
</table>

The service price will be multiplied by the number of ORs in the region.

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

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 takes into account the number of ORs in your region. Travel and subsistence costs must be stated separately.

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Promotion of LIFE4BEST and its calls:</td>
<td>5%</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 facilities and catering cost:</td>
<td>15%</td>
</tr>
<tr>
<td>Monitoring and liaison with the grantees including support to reporting:</td>
<td>40%</td>
</tr>
<tr>
<td>Contribution to the Communication of the projects’ results, Capitalisation and projects knowledge management:</td>
<td>5%</td>
</tr>
</tbody>
</table>

Number of ORs : X Overall total: Total x X =

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 5 – PROPOSED CONTRACT

Attached is the draft proposed Contract for LIFE4BEST Regional Focal Points. Proposers acknowledge that this is a draft contract and, as such, may be changed prior to a final Contract that is signed with IUCN.
### 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>