



Request for Proposals (RfP) Training Course Provider

**IUCN Asia Regional Office,
Natural Resources Group,
Project: Building Resilience of Wetlands in the Lower Mekong Region
through a Ramsar Regional Initiative**

Issue Date: [18 April 2018]

Closing Date and Time: [16 May 2018 at 17.00 hours ICT]

IUCN Contact :

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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.

Headquartered in Switzerland, IUCN Secretariat comprises around 950 staff in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org
<https://twitter.com/IUCN/>

1.2. Summary of the Requirement

IUCN invites you to submit a Proposal for the development of the professional in-service wetland training courses. The detailed of the Terms of Reference for this service can be found in Part 2 of this RfP.

1.3. The procurement process

The following key dates apply to this RfP:

RfP Issue Date	18 April 2018
RfP Closing Date and Time	16 May 2018
Estimated Contract Award Date	30 May 2018

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 16 May 2018.

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 17.00hr ICT on 16 May 2018** by email to: [scott.perkin@iucn.org, with copy to raphael.gleMET@iucn.org, and saroj.srisai@iucn.org]. The subject heading of the email shall be **RfP – development of the professional in-service wetland training courses - [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.

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 17.00hr ICT on 18 May 2018**, 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 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

DESCRIPTION OF THE ASSIGNMENT

Funded by the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB), the “Mekong WET: Building Resilience of Wetlands in the Lower Mekong Region” project, facilitated by IUCN aims to build climate resilience by harnessing the benefits of wetlands in Cambodia, Lao PDR, Thailand, and Viet Nam.

Mekong WET will help the four countries to address their commitments to the Ramsar Convention, an international treaty for the conservation and sustainable use of wetlands, and to achieve the Aichi Biodiversity Targets.

Through its focus on wetland ecosystems, the project also supports governments in implementing their National Biodiversity Strategies and Action Plans (NBSAPs) under the Convention on Biological Diversity and pursuing their commitments on climate change adaptation and mitigation under the United Nations Framework Convention on Climate Change.

IUCN would like to collaborate with a network of universities and/or NGOs, or a combination of organizations in the region to develop and teach a professional in-service training course for personnel of Ramsar sites and other wetlands. The course will be taught through universities in the region even after the project concludes. The project will also seek to mainstream the course in one or more institutions so that it continues to be offered after the project has been completed.

The primary objectives of the assignment are to:

- Build capacity of site technical managers on wetlands management and conservation
- Encourage and support the exchange of experience at transboundary level on wetlands management.

A project executive team and four country teams will be assembled.

The Project Executive Team (PET) will consist of a project coordinator, three wetland trainers and an accountant. The project coordinator will be responsible for overall project implementation and reporting to donors. Wetland trainers are responsible for developing training material, teaching at the regional training, supervising national training courses and leading study visits. The project accountant will be responsible for book keeping and financial reporting to the project coordinator.

One country team (CT) will be set up for each of the four countries: Cambodia, Lao PRD, Thailand and Vietnam. Each CT consists of 4 persons: one team leader and three team members. The country team members will also be trainees of the regional training course and responsible for translating training materials into their country language and conducting the national training courses.

The target of the trainings will be an estimated 150 wetland managers in Cambodia, Lao PDR, Thailand and Viet Nam (with a focus on the sites listed below). Five training courses (1 regional and 4 national) will be delivered and 2-3 transboundary study visits organised, with around 25 participants taking part in each event .

The 10 Mekong WET focal sites are:

Cambodia

1. Boeng Chhmar Ramsar site (Tonle Sap)
2. Koh Kapik Ramsar site
3. Boeung Prek Lapov Protected Landscape

Lao PDR

4. Xe Champone Ramsar site
5. Beung Kiat Ngong Ramsar site

Thailand

6. Kaper Estuary/Laemson Marine National Park/Kraburi Estuary Ramsar site
7. Bang Prakong River

Vietnam

8. U Minh Thuong Ramsar site
9. Lang Sen Ramsar site
10. Phu My Grassland Nature Reserve

Design of the Training Programme

The design of the courses will be led by the Consultant with support from IUCN through regular exchanges. Course designs will be presented to the Indo-Burma Ramsar Regional Initiative (IBRRI) Technical Committee for discussion and submitted to the IBRRI Steering Committee for approval.

The training programme will build on the existing training course developed by the Mekong Wetlands University Network (MWUN), but will be adapted to provide a focus on climate change adaptation and on operational approaches to management, specific to the region. It will include, but not be limited to, the following elements:

- Basic knowledge of wetlands identification and wetlands ecology, biodiversity and hydrology;
- Climate Change Adaptation (CCA) and Vulnerability Assessment (VA) in wetlands;
- Assessment of Wetland Ecosystem Services;
- Transboundary wetlands and connectivity/wetlands and IWRM basin management;
- The Ramsar Convention and other frameworks (global, regional, national) related to the conservation and management of wetlands and related species, including the processes necessary to designate a Ramsar site;
- Management of Ramsar sites:
 - Co-management/shared governance/wise use/ community involvement,
 - Development of management plans
 - Sustainable financing for wetlands management, including Payment for Ecosystem Services and benefit sharing mechanisms;
- Monitoring management effectiveness in wetlands: existing methodologies and tools (e.g. R-METT)

Structure

The training course will include in-class lectures as well as significant field work (practice/demonstration) and tests. The possibility of a diploma can be considered.

The course will conclude with an on-site study visit, with each trainee going to sites in at least two countries to practise and demonstrate in a concrete manner the skills that s/he has learned, and to strengthen the transboundary exchange of experience and knowledge.

2.1 ACTIVITIES:

Year 2018

1. Develop training materials

Training materials for each topic, including lecture notes, presentations, reading materials and field practice guidelines (as applicable). Course materials are expected to be completed in the third quarter of 2018.

2. Conduct the regional train-the-trainers training course

The train-the-trainers training course will be organized in the last quarter of 2018 or the first quarter of 2019 at the latest by the service provider. Trainees of the course will include IUCN country team members and one participant/officer from each of the 10 focal wetland sites of the Mekong WET Project. The proposer is requested to conduct this train-the-trainers course at the timeframe specified.

Year 2019

3. Translate training materials into national languages

The service provider will translate all training materials into the respective national languages, under the guidance and consultation of the IUCN country team members. This task is expected to be completed by June 2019.

4. Organize four national training courses, one in each country, for personnel of Ramsar sites and other wetlands

The service provider, under the guidance and consultation of the IUCN country team member will organize and conduct the national training course in each country. Each national training course will involve 25 trainees, selected from the focal wetlands and other important wetlands in each country.

Year 2020

5. Organize two trans-boundary study visits

Two trans-boundary study visits will be organized, One for Thailand and Lao PDR, and the other for Cambodia and Vietnam. Participants will be selected from trainees who participated on the regional and national training courses. Each study visit will involve 25 to 30 participants.

2.3 DELIVERABLES:

2.3.1 Training modules in English and 1 regional training course conducted. **Due no later than 31st December 2018;**

2.3.2 Training modules translated into national languages and 4 national trainings conducted in each country. **Due no later than 31st December 2019;**

2.3.3 Two transboundary study visits conducted. **Due by 30th September 2020.**

Required Qualification of Proposers

- University(ies) or NGOs located in the 4 countries of the project with experienced staff and demonstrated record of providing professional in-service training courses for Ramsar site/wetland personnel, and acquire the knowledge of the Mekong WET sites listed above;
- Have a proven track record, spanning at least 5 years, in partnering with various institutions, including but not limited to the following: government authorities (both national and local); non-governmental agencies; civil societies; academia; and research centres.
- The selected applicant will also demonstrate a strong existing partnership with universities in the Mekong region and the capacity to mainstream the new training course into one or more institutions so that it continues to be offered after the project has been completed.

- Must be legally registered, and the proposed team members must have legal right to work in the 4 countries of the project, namely, Cambodia, Lao PDR, Thailand and Vietnam.

PART 3 – THE EVALUATION MODEL

A. Technical Assessment (70 points)

A1 – Technical Capacity (50 points)

A1.1 Personnel/team qualification (20 points)

A1.2 Proposal of Activities and Deliverables (30 points)

A2 – Records of Achievement (20 points)

A2.1 – Proof of successful implementation of training courses in the past 5 years (10 points)

A2.2 – Proof of successful collaboration and partnership with regional institutions and universities (10 points)

B. Financial Assessment (30 points)

The financial evaluation will be based upon the full professional fee value submitted in the proposal. Financial scores will be calculated by dividing the lowest bid price value by each bid's price value, and multiplied with the maximum available points (30). Thus for example: lowest bid value = USD 10; bid A's value = USD 12; bid A's financial score = $(10 / 12) * 30 = 25$ points.

The available fund for this service is 280,000 euro

Contracting Condition

The highest score bidder will be selected

The minimum points required for the bidder to be awarded the contract is 60 points.

In the event that no bidder meets this requirement, the procurement will be re-opened

In the case of a sole-bidder, the minimum points required to be awarded the contract is 70 points.

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

- 1) Please provide the full details of your proposed modules and training courses, including the list of your proposed teams detailing their qualifications and experiences
- 2) Please provide the wetland training course services that you have conducted in the Mekong Region for the past 5 years, including the basic details such as the period and the major outcomes from the services
- 3) Proof of your network registration or organization's partnership with other entities in the past in conducting the work
- 4) The Activities and Deliverables from your past work on providing training service that are available to share for public.

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 [euro].

Rates and Prices

Include here all price collection tables and other required price information in lump sum amount by the proposed modules of the training courses.

4.4. Non-price commercial information

Proposers are required to provide the following:

- Certificate of registration of company, and or the registration of the networks and entities
- Evidence of taxation system the company and/or network are governed under
- Where sub-consultants are to be used, clearly identify the individuals involved by providing Letters of Intent or Association signed by both parties; and
- Evidence of sub-consultants being covered by the lead company professional insurances

PART 5 – PROPOSED CONTRACT

Attached is the proposed Contract for the Training Course Provider Service under the Building Resilience of Wetlands in the Lower Mekong Region Project. Proposers acknowledge that this is a standard IUCN contract template and amendments to it will only be accepted in exceptional circumstances, at IUCN's discretion.

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