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 a Review: Youth Engagement and Intergenerational Partnership across the IUCN. The detailed Terms of Reference 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 | 26 June 2020 |
Supply of Consultancy Services – Review: Youth Engagement and Intergenerational Partnership across IUCN

<table>
<thead>
<tr>
<th>RfP Closing Date and Time</th>
<th>15 July 2020</th>
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<tr>
<td>Estimated Contract Award Date</td>
<td>31 July 2020</td>
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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.

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 10 July 2020, 17h CET.
If necessary, IUCN may publicise the responses to any questions, suitably anonymised, to other Proposers of services, in order to maintain equality between 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 17h CET on 15 July 2020 by email to: tim.badman@iucn.org. The subject heading of the email shall be [RfP – Review Youth Engagement - [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 with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.
PART 2 – THE REQUIREMENT

The complete Terms of Reference for the goods/services is included as a separate Annex A to this RfP. Proposals should respond to the Terms of Reference, and be submitted in the format in Section 4 below.
PART 3 – EVALUATION OF PROPOSALS

Evaluation of the proposals will be done through a consistent internal process in IUCN, including consultation with a designated group representing the IUCN Secretariat, Commission and other partners who are commissioning this work. The review process will consider the following, and will prioritise the four quality requirements (point 1), with price (point 2) being considered as a factor only in relation to similarly strong proposals:

1. the technical quality and credibility of the proposal, responding to the requirements set out in the Terms of Reference, including
   - the quality and diversity of the team proposed
   - the credibility of experience and engagement with youth and intergenerational leadership
   - confirmed availability to deliver the proposal to the required deadlines.

2. the price of the work (anticipated to be c. CHF20,000 and not more than CHF25,000)
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. Technical information/Service Proposal

Please provide a clear proposal, responding to the Terms of Reference set out in Section 2.

4.2. Pricing Information

Prices include all costs

Submitted rates and prices should 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.

Rates and Prices

Please ensure that the number of days work to be undertaken by each team member, and the daily or hourly rates that apply are clearly indicated in the proposal.
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