IUCN Office for Asia Region and Oceania, Bangkok

Issue Date: 18 September 2020

Closing Date and Time: 9 October 2020

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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 preparation of the full sized project and GEF CEO endorsement request for the following project: *Strengthening Governance and Capacity for Combating Illegal Wildlife Trade in Pakistan*. 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:

<table>
<thead>
<tr>
<th><strong>RfP Issue Date</strong></th>
<th>18 September 2020</th>
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</thead>
<tbody>
<tr>
<td><strong>Confirmation of Intention to Bid [delete if not used]</strong></td>
<td>28 September 2020</td>
</tr>
<tr>
<td><strong>RfP Closing Date and Time</strong></td>
<td>9 October 2020</td>
</tr>
<tr>
<td><strong>Estimated Contract Award Date</strong></td>
<td>15 November 2020</td>
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1.4. **Conditions**

IUCN is not bound in any way to enter into any contractual or other arrangements 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 22 September 2020, Midnight GMT+5.

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 9 October July 2020, Midnight GMT+5 by email to: Saeed_Abbas@iucn.org, Anshuman_Saikia@iucn.org and iucngef@iucn.org . The subject heading of the email shall be RfP – GEF 7 Pakistan IWT PPG - [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 9 am GMT+5, on 10 October 2020. 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 by an evaluation committee and their relative weights specified in part 3 of this RfP.
PART 2 – THE REQUIREMENT

Background on the project

Following approval by the 58th Council of the Global Environment Facility (GEF) and the Ministry of Climate Change (MoCC), Government of Pakistan (GoP), IUCN will implement the following full-sized project: Strengthening Governance and Capacity for Combating Illegal Wildlife Trade in Pakistan.

The project seeks to strengthen wildlife conservation in Pakistan by reducing poaching, trade and trafficking of wildlife and has four components: 1) Strengthen regulatory framework and inter-agency coordination to address poaching and illegal wildlife trade, 2) Build institutional capacities and establish facilities to detect, prevent and control wildlife crime, 3) Reduce poaching and illegal trade of key wildlife species by at least 50% in 5 priority sites, and 4) Improve awareness, knowledge management, and monitoring mechanisms to curb poaching and illegal wildlife trade in Pakistan.

The GEF resources allocated to the project amount to US$ 3.0 million (including Project, PPG and Implementing Agency Fee) and is expected to mobilize USD 6.2 million in co-financing. This project will be funded through the Biodiversity focal area of the GEF. The project preparation grant (PPG) available for this project is USD 100,000.

The GEF Council has approved the Project Identification Form on 03rd June 2020. Project development now will include a preparatory phase in the form of a Project Preparatory Grant (PPG). During the PPG, a team of consultants/firm together with IUCN Country Office, WWF-Pakistan and the responsible IUCN-GEF Regional Technical Advisor – and working in close collaboration with key government officials, donors, NGOs and CBOs – will undertake literature reviews, baseline studies, stakeholder mapping, consultations and field visits, with the view to further develop the approved PIF into a fully formulated project ready for implementation.

Following the project approval cycle of the GEF, this PIF – a “child project” of the GEF7 Pakistan IWT Project– must now be fully developed into the following required documents:

- IUCN-GEF Project Document (ProDoc) including all annexes (budget, work plan, M&E plan, procurement plan, co-financing letters, Environment and Social Screening, Environment and Social Impact assessment and Environmental and Social Management Plan if relevant)
- GEF CEO Endorsement Request (CEO-Endorsement Document)

The project concept can be requested on-demand to the IUCN contact.

Terms of References

The Consultants/Firm awarded this contract will be responsible for preparing the GEF CEO Endorsement request and the Project Document including all annexes for the above-mentioned project. This will consist of the following:

1) Scoping and consultations
   - Document review: Read in detail the GEF Project Information Form (PIF) and associated documents, e.g. STAP and GEF Secretariat and GEF Council review comments, IUCN GEF Policy and guidance documents, GEF-7 Programming Directions, etc.
   - Conduct baseline scenario analysis, including ecological, and socio-economic studies to determine drivers of poaching and IWT and socio-political analysis, governance and law-enforcement mechanisms of natural resources and associated rights;
   - Review challenges and lessons learnt related to combating poaching and IWT in Pakistan and other countries in the region and beyond that can be applied to Pakistan to strengthen the local, provincial, territorial and national system for combating poaching and IWT, identifying hotspots of wildlife crime in the country focusing on the high priority sites. Scale of poaching of species most affected by poaching and IWT, identifying critical information gaps and drivers and conditioning factors of poaching and IWT. This should also be including opportunities for trans-boundary collaborations with relevant authorities and experts. Taking especially into consideration experiences and approaches of the ongoing GEF funded umbrella programs/projects on poaching, IWT and related
issues and seeking commonalities, knowledge and experience exchange, building partnerships with
these programs/projects.
- Review experiences at the local, national, regional and international level, where communities are
engaged in wildlife conservation and combating poaching and illegal wildlife trade using different
approaches such as Community-based Natural Resource Management (CBNRM), research studies
undertaken to determine and assess dependence of communities on wildlife trade for subsistence
as the key drivers of poaching dependent on wildlife poaching and illegal trade around biodiversity
rich areas, etc. and evaluate the opportunities for implementing such approaches in Pakistan;
- SUPPLY CHAIN of IWT assessment, key routes and exit points etc ??
- Based on review, a propose list of priority sites existing and protected areas) and exit points where
the project should focus its anti-poaching and combating IWT field components and Mapping of
target areas, identification of sites and target communities;
- Review available information of poaching hotspot and IWT routes a(both s source and transit route)
originating in neighbouring countries, border posts and transport routes used, and identify
weaknesses in the existing laws and law enforcement system of Pakistan dealing with illegal wildlife
trade and poaching that would need to be addressed to block IWT of wildlife and their products to
and from other countries to be brought into and to pass through the country;
- Review the current system for training/capacity building of frame-work adopted by provincial and
territorial Wildlife Departments and other law enforcement agencies to deal with transnational
organised crimes including IWT. This will include but not limited to the review of capacity building
frame-wrok training curriculum related to enforcement and poaching where available elsewhere in
the world and identify opportunities for strengthening existing programs and opportunities for
collaboration with other centres;
- Identify potential project partners, including the executing agency, existing projects on the ground
and to come, and synergies;
- Conduct stakeholder mapping analysis at national, provincial, territorial and site level, with
involvement of relevant government agencies including provincial wildlife departments government
local communities, CSOs, private sector etc.;
- Prepare stakeholder analysis (including at project site level) and plan stakeholder engagement plan
for designing the project;
- Prepare preliminary risk analysis identification based of field studies, stakeholders analysis, etc ;
- Draft logical framework with expected disaggregated gender indicators, the theory of change and
the baseline for the GEF Core indicators of the project (ref. IUCN Gender equality and women’s
empowerment policy); and
- Conduct inception workshop for the project preparation phase.

2) Project design
- Stakeholder analysis at national, provincial , territorial and site level, including natural resource
based value chains, insurance and microfinance actors;
- Evaluate in detail the baseline scenario through research, literature review, experts and
stakeholders consultations , related activities and initiatives, including co-financing options ;
- Carry out a detailed gap analysis to justify the GEF incremental cost reasoning;
- Refine the theory of change and logical framework/IFA based on the above;
- Design a detailed log frame and accompanying narrative proposal on the project components;
- Refine and design specific activities to contribute to project objectives and outcomes, including but
not limited to, activities addressing poaching, illegal wildlife trade and associated drivers,
strengthening law-enforcement measures and mechanisms, alternate livelihood and awareness
raising opportunities, etc ;
- Design and develop indicators mapped to GEF core indicators taking into account gender
responsiveness, establish baselines for the indicators and develop Monitoring & valuation plan;
- Design a workable institutional arrangements and coordination mechanisms among participating
governmental, non-governmental, research and private organisations, institutions and communities
at national, provincial, territorial and site levels;
- Develop the overall project budget and work plan, including a procurement plan;
- Undertake a detailed risk analysis and mitigation measures;
- Undertake a gender analysis and ensure the project responds to gender equality objectives;
- Carry out stakeholder consultations and a technical validation workshop and document the consultations in an appropriate format
- Prepare a stakeholder engagement plan for project implementation (see respective Guidance Note for details);

3) Environment and Social Management System (ESMS)
- Provide relevant information for the ESMS screening of the project in respect to the IUCN Environment and Social Management System (ESMS) (as documented in the ESMS Manual, Standards, Guidance Notes and Screening Questionnaire, available on the ESMS site, and the draft Guidance Note on Security and Human Rights Risks)
- Identify any Environment and Social risks (including risks to local people from suggested activities and implementation mechanisms and security risks for project staff and partners engaged in the project) and proposing adequate measure for avoiding or mitigating such risks, in consultation with relevant stakeholders and in particular with affected groups
- Prepare an Environment and Social Management Framework (ESMF) or Environment and Social Management Plan (ESMP) or any other relevant safeguard tools (e.g. Indigenous People Plan), as appropriate and depending on the ESMS screening decision in close coordination with IUCN and WWF-Pakistan’s ESMS team

Project team and qualifications

The following expertise is expected to be available between the experts who will compose the team:
- Experience in developing GEF or other international funds’ ProDocs and related project documents, along with a good grasp on GEF guidelines and standards to be met for these
- Experience and expertise in project design and implementation, including monitoring and evaluation, including gender-responsive project design
- Sustainable financing expertise with specific experience relevant to financing of protected area networks
- Local expertise with extensive knowledge on national conservation efforts, policies and strategies and the ability to position project activities in the local context effectively
- Knowledge of private sector and community based approaches to natural resource management in Pakistan
- Knowledge of environmental issues and complexities as they relate to Pakistan
- Knowledge of social and livelihood systems in Pakistan
- Experience in value chain development
- Understanding of the natural resources management policy environment
- Expertise in Environmental and Social Impact Assessment and development of safeguard tools
- Financial Management, including procurement related expertise
- Experience in structuring large IWT projects and also protected area network management projects and initiatives, including preferably, those financed by the GEF
- Experience in conducting community and stakeholder consultations
- Fluency in English, Urdu and local language is a plus.

The team will have to demonstrate a track record of designing successful biodiversity conservation projects with special expertise in illegal wildlife trade, poaching, livelihood development in Pakistan and other regions for at least 10 years, including working with donors such the GEF, the World Bank, and other relevant development finance, UN, and international agencies.

Deliverables

- Baseline study
- GEF CEO endorsement request as per GEF template
- IUCN project document (ProDoc) including all annexes as per IUCN template (upon request)
  1. Budget
ii. M&E plan
iii. Work plan
iv. Procurement plan
v. ESMS Questionnaire as input to IUCN’s ESMS Screening Report
vi. Environment and Social Impact Assessment (if relevant)
vii. Environment and Social Management Framework, plan or other safeguard tools (if relevant)
viii. Gender Analysis and Action Plan

The deliverables will have to be the result of extensive stakeholder consultations, which will have to be detailed in the consultants’ methodology and work plan. This will include an inception workshop, extensive stakeholder consultations on sites, and validation workshop(s), to be defined in the consultants’ methodology and work plan.

Period of consultancy

The consultancy is expected to commence on 15 November 2020 and follow the tentative schedule below:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>More detailed work plan for the preparation phase</td>
<td>15 November 2020</td>
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<tr>
<td>Baseline studies, draft logical framework and theory of change for consultations within IUCN</td>
<td>10 December 2020</td>
</tr>
<tr>
<td>Draft proposal (including all annexes) and CEO endorsement request available for IUCN regional and global programmes involved</td>
<td>06 March 2021</td>
</tr>
<tr>
<td>Revised proposal available to Government, WWF and IUCN for Proposal Review Meeting</td>
<td>25 April 2021</td>
</tr>
<tr>
<td>IUCN response to GEF Secretariat review and technical clearance (w/ support from consultants)</td>
<td>01-10 June 2021</td>
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Schedule of Payments

The detail of the financial proposal is to be submitted in the tables in Section 4 with the amount being upto maximum of USD 100,000. The required details include the daily or weekly rate of each member of the project team, the estimate of the number of days/weeks of input required for the unit costs of flights and estimate of the number of flights, and an estimate of the number of days of in country with unit daily subsistence costs.

The total fee estimate will then be used as the basis for the schedule of payments, with expenses recoverable at cost with proof of purchase (bills) and usage (tickets) up to the estimated amounts as a maximum.

The following schedule of payments relates to the total fee estimate only:

<table>
<thead>
<tr>
<th>Contract signature</th>
<th>Approval by IUCN of baseline studies, draft logical framework and theory of change</th>
<th>Approval by IUCN of draft proposal (incl. annexes) and CEO endorsement after internal consultation</th>
<th>Approval by IUCN of full project documentation before submission to GEF</th>
<th>Completion of GEF and IUCN Validation and submittal to CEO</th>
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<td>20%</td>
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The budget requested for the preparation of the project will have to be aligned with the PPG funds available (see project background in part 2 above)

Travel

The contract will require the Consultant to travel to the region as agreed with IUCN. Cost of travel will be provided in the bid and will have to comply with the IUCN policy on travel.
PART 3 – THE EVALUATION MODEL

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

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

- Project Design (including gender-responsive) and Work Plan 25%
- Experience with GEF or other related donor 20%
- Experience in Forest, land Ecosystem conservation, restoration and management 25%
- Experience in Environmental and Social Impact Assessment and safeguard tools 15%
- Fluency in English and knowledge of local language 10%
- Familiarity with Pakistan 5%
- Total 100%

Only proposals which achieve a total score (Technical 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.

Technical proposals scoring greater than or equal to a value of 70% will be normalised by dividing their percentage by the maximum proposal technical percentage, and converting this value into a percentage to give the Normalised Technical Score.

The financial evaluation will be based upon the full professional fee value submitted in the proposal combined with the estimate of total expenses (travel & subsistence et al.) as defined by the bidder in their proposal. Each proposal price will then be normalised by dividing the smallest bid price value by this proposal's price, and this value turned into a percentage (Financial Score). Proposals that exceed the available budget will be disqualified.

The Normalised Technical Score will be multiplied by the Technical Weighting Factor, the Financial Score multiplied by the Financial Weighting Factor and the two weighted scores added together to provide a Final Weighted Score for each bid achieving a Technical Score >70%.

IUCN will then enter into contractual negotiations with the bidder achieving the highest Final Weighted Score, as long as all other bid criteria, as laid out in this documentation, have also been met and adhered to.