IUCN headquarters, Global Information Systems

Issue Date: 26 March 2021

Closing Date and Time: 29 April 2021 (12h00 CET)

IUCN Contact:
Dr Thomas Brooks
IUCN Headquarters
Tel: +41 22 999 0000
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NatureContributionsRFP@iucn.org

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 web development for a Contributions for Nature platform. The detailed requirements 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>Key Date</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>RfP Issue Date</td>
<td>26 March 2021</td>
</tr>
<tr>
<td>RfP Closing Date and Time</td>
<td>29 April 2021 (12h00 CET)</td>
</tr>
<tr>
<td>Estimated Contract Award Date</td>
<td>14 May 2021</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.

Proposers must sign the “Proposer’s Declaration” found on our corporate website at https://www.iucn.org/procurement/currently-running-tenders 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 12h00 CET 23 April 2021.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers by publishing them on the IUCN website in the RfP section no later than 15h00 CET 26 April 2021. 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 12h00 CET on 29 April 2021 on by email to: NatureContributionsRFP@iucn.org. The subject heading of the email shall be [RfP – Web development Contributions platform - [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 12h00 CET on 30 April 2021, 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 60 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

IUCN seeks a Contractor to develop a web based Contributions for Nature platform, creating a visually-appealing and user-friendly front-end web interface design both for entry of potential contributions data by individual institutions and for public visualisation of all potential contributions, based on the IUCN visual identity. The Contractor will be required to work according to the Terms of Reference contained in the following sections.

The scope of these requirements is for the development and implementation of the first release of the platform. The Contractor is asked to propose also a hosting solution as well as mention the future costs of maintenance of the platform (including any yearly maintenance of software used and other components).

2.1. Background

The current project goal is to implement a Contributions for Nature platform to allow IUCN Members and other constituents to document their potential contributions through conservation and restoration towards global targets for nature in reducing extinction risk and mitigating climate change. In due course (but out of the scope of these current requirements), linked platforms will allow similar documentation by other constituents.

Main project goals:
• Link to underlying identity documentation of IUCN Members and other constituents in IUCN existing CRM system (using CiviCRM tool).
• Access underlying global terrestrial spatial data on potential extinction risk reduction (Species Threat Abatement & Restoration metric) by consuming web services from the Integrated Biodiversity Assessment Tool (IBAT, www.ibat-alliance.org)
• Access underlying global terrestrial spatial data on potential climate change mitigation (carbon storage and sequestration) by consuming web services from the Bonn Challenge Barometer (Bonn Challenge Barometer | InfoFLR, https://infoflr.org/what-flr/global-emissions-and-removals-databases)
• Develop data entry tool to allow IUCN Members and other constituents to enter required data on their a) institution name (linked to CRM System), and b) spatial footprint of their intended conservation and restoration actions over the period 2021–2030 (see below for details of five mechanisms for spatial data entry functionality).
• Access pre-determined polygons (as one mechanism for spatial data entry functionality) by consuming web services from the World Database on Protected Areas (Protected Planet, www.protectedplanet.net) and World Database of Key Biodiversity Areas (www.KeyBiodiversityAreas.org).
• Establish automated quality assurance process to confirm that spatial data entry by IUCN Constituents (National NGO Members, Indigenous Peoples’ Organisation Members, and Governments and Government agencies) properly falls within the jurisdiction in question
• Develop additional data entry tool functionality to allow IUCN Members and other constituents to enter recommended data on
  • a) classification of conservation action (drop-down menu based on https://www.iucnredlist.org/resources/conservation-actions-classification-scheme)
  • and b) classification of climate change mitigation activities
  In each case, these classes should be non-mutually exclusive (“select all that apply”).
• Develop additional data entry tool functionality to allow IUCN Members and other constituents to enter recommended data on a) anticipated start date, b) anticipated completion date, c) total $ budget, d) budget $ needed, e) number of female/male staff, f) number of female/male beneficiaries, g) photograph(s), and h) narrative description.
• Develop a validation process to ensure that the data entered is of sufficient quality and can be trusted to be visible publicly.
• Develop public interface to allow visualisation and query of documented potential contributions, individually and in aggregate (eg by IUCN Membership category, by country, by IUCN Statutory region, etc), according to the % contributions towards global goals that they represent.

The implementation will cover all IUCN constituents, encompassing:

IUCN constituents

IUCN: Request for Proposals
• IUCN Members: national NGOs
• IUCN Members: international NGOs
• IUCN Members: indigenous peoples’ organisations
• IUCN Members: governments
• IUCN Members: government agencies
• IUCN National / Regional Committees where these are executing terrestrial conservation or restoration projects
• IUCN Secretariat implementing agency functions (eg GEF & GCF Units, SOS, etc)
• IUCN Secretariat executing agency functions
• IUCN Commissions where these are executing terrestrial conservation or restoration projects

Spatial data entry functionality
• GIS polygons
• Selection of pre-determined polygon(s) drawn through web services from World Database on Protected Areas and World Database of Key Biodiversity Areas
• Polygon(s) drawn on screen
• Point locations (lat-long) with an associated area (km2) definition
• National / Subnational boundaries using an agreed layer provided by IUCN; to be available for IUCN government category members only

2.2. Contributions for Nature platform requirements

2.2.1. Current process

IUCN has no current process for allowing documentation of potential contributions for nature by IUCN constituents, and visualisation and query of these potential contributions through a public interface.

2.2.2. Contributions for Nature platform Requirements

The Contributions for Nature platform should follow main principles and requirements listed below:
- Data Entry (reserved to constituents as recorded into IUCN’s CRM platform)
- Data Quality Check (reserved for a limited set of special users)
- Data Visualization (or public interface)

Principles for Contributions for Nature platform
• Data entry by IUCN constituents, with these defined and controlled through linkage from IUCN constituency documentation in IUCN’s CRM system (based on CiviCRM)
• Data entry requires spatial data entry, through one of five mechanisms (Upload GIS data, select polygons, drawing on screen, provide point locations and associated km2 area, or, for IUCN government category members only, select country)
• Data entry allows recommended additional data entry through numeric fields, drop-down menu, photograph upload field, and free text field
• Data validation confirms match between spatial data entry and relevant national jurisdiction as documented in IUCN’s CRM system. Data quality will also ensure that the data entered is error free for public visualization.
• Spatial data automatically overlaid onto existing underlying spatial data consumed through web services (STAR and carbon data) to generate potential % contributions towards global targets
  • The STAR web services are being implemented currently and there would be a description of all the web services endpoints made available for the project.
• The restoration barometer portal shares the carbon data submitted by countries through map services. Also the platform will have a carbon calculator for others to estimate the amount of carbon stored by the FLR activities. Public interface allows search and visualisation of documented potential contributions, individually and in aggregate, according to the % contributions towards global goals that they represent

Global Requirements for Contributions for Nature platform
1. The Contributions for Nature platform must be accessible from modern versions of, Chrome, Edge, Safari and Firefox browsers.
2. Search and visualisation of documented potential contributions also needs to be available on mobile platform as a usable web page on mobile devices (iOS and Android).
3. Integration with IUCN’s CRM system (CiviCRM) for (1) identification, (2) user management, and (3) integration of user properties (first name, last name, IUCN Member category or other constituency type,
4. E-mail notifications have to be sent to the relevant user(s) if spatial or other parts of the data validation and/or quality process fails (ie spatial data are within different country than users’ jurisdiction).

5. IUCN privileges the use of standard packages over full coding. The preferred content management system is Drupal 8 and CRM is CiviCRM. Standard GIS system at IUCN is ESRI ArcGIS. All developments and configuration should be properly documented and all changes should be documented through our Atlassian Confluence and Jira systems. The produced source codes will be given to IUCN so that IUCN is free to plan future upgrade cycles of the Contributions for Nature platform as it wants.

6. All work produced will be and will remain IUCN’s intellectual property

### Data entry tool – requirements

1. Ability for a representative of an IUCN Member or other constituent to access the data entry tool by verifying their identity, linked to their corresponding documentation in the IUCN’s CRM system.

2. Ability for a representative of an IUCN Member or other constituent to enter the spatial footprint of their intended conservation and restoration actions over the period 2021–2030, using one of three data entry mechanisms:
   - Upload existing GIS data
   - Select predetermined polygon(s), either protected areas (polygons displayed by consuming web services from World Database on Protected Areas) or key biodiversity areas (polygons displayed by consuming web services from World Database of Key Biodiversity Areas)
   - User drawing on-screen

   It is understood that one IUCN Member can list multiple contributions.

3. Automated quality assurance process to confirm that spatial data entry by IUCN National NGO Members, Indigenous Peoples’ Organisation Members, and Governments and Government agencies falls within the jurisdiction in question

4. Email notification to user if spatial data validation process fails (ie spatial data are within different country than users’ jurisdiction)

5. Ability for a representative of an IUCN Member or other constituent to then enter recommended data including but not limited to:
   - classification of conservation action (drop-down menu; non-mutually exclusive; derived from https://www.iucnredlist.org/resources/conservation-actions-classification-scheme)
   - classification of climate change mitigation activities (drop-down menu; non-mutually exclusive)
   - anticipated start date (year field; default assumption if year not entered is 2021)
   - anticipated completion date (year field; default assumption if year not entered is 2030)
   - total $ budget (numeric field)
   - budget $ needed (numeric field)
   - number of female/male staff (numeric fields)
   - number of female/male beneficiaries (numeric fields)
   - photograph(s) (photograph upload)
   - narrative description (text field, 2,000 character limit)

6. Quality assurance process by specific personnel (which might typically be member focal points) to confirm that the data entered in point 5 is correct, email notification in case of question or non agreement.

### Public interface to allow visualisation and query – requirements

1. Home screen is a global map showing spatial location of all documented potential contributions on 5-km grid

2. Ability to zoom in and out (with limit to zoom in set by 5-km grid size)

3. Ability to zoom to country

4. Ability to visualise, against standardised scales, and with pie charts showing project % contribution towards global goals (likely as three pie charts: project-in-country, country-in-IUCN region, IUCN region-in-world), documented potential contributions to:
   - Potential extinction risk reduction (Species Threat Abatement & Restoration metric)
   - Potential climate change mitigation (carbon storage and sequestration)

5. Ability to filter by potential contributions of an individual IUCN Member or other constituent

6. Ability to filter by IUCN Membership category or other IUCN constituent category (non-mutually exclusive – could select multiple categories)

7. Ability to filter by country or IUCN Statutory region

### Data Storage and Management requirements
1. All relevant data should be stored in a safe and protected manner
2. Historical storage of data
3. Data entered should be kept, even if the Member is no more an IUCN Member
4. A log of all data entries should be kept
5. Use of a secure and well-supported database

Passwords
IUCN Secretariat users should be able to use the passwords they use for other IUCN systems either through single sign on (SSO) feature or by directory server authentication (Microsoft Active Directory)

2.3. Scope of work

Contractor’s scope of work includes the development of the Contributions for Nature platform, including the following areas:

1. development of Contributions for Nature Platform including the online data entry tool for IUCN Members and other constituents:
   a. interface with the IUCN CRM and AD for user login and identity verification,
   b. design and create the functionality for user upload of existing GIS polygon(s),
   c. design and create the functionality for user selection of predetermined polygon(s), specifically protected areas and key biodiversity areas,
   d. design and create the functionality for user drawing of polygons on-screen,
   e. design and create the functionality for automated quality assurance to confirm that spatial data entry by IUCN National NGO Members, Indigenous Peoples’ Organisation Members, and Governments and Government agencies falls within the jurisdiction in question
   f. design and create the functionality for quality assurance of additional data entries

2. development of a public interface to allow visualisation and query:
   a. consume STAR data (through web services from IBAT) and carbon sequestration and storage data (through web services from Bonn Challenge Barometer, matching the database on emissions and removals with activity data) to assign numeric and percentage contributions to any documented polygon
   b. develop and create base public interface within a subdomain of iucn.org as a global map showing all documented potential contributions on 5-km grid;
   c. develop and create functionality for zooming in and out, including zooming to a given country
   d. develop and create functionality to display potential contributions to global goals for species extinction risk reduction, with these displayed both numerically (against a standardised scale) and as percentages (as pie charts);
   e. develop and create functionality to display potential contributions to global goals for climate change mitigation, with these displayed both numerically (against a standardised scale) and as percentages (as pie charts);
   f. develop and create functionality to filter according to individual IUCN Members or other constituent categories, by countries, or by IUCN Statutory regions (non-mutually exclusive)

3. development of an administration module
   a. allowing IUCN members which are in the CRM system to get access
   b. allowing IUCN Secretariat members to get access as required to perform their roles (admin, approver, data quality assurance, etc…)
   c. assigning the different security roles to the users

4. development of a carbon storage calculator
   a. develop a data entry interface to upload a CSV/shapefile/manual entry to fetch the information FLR activities.
   b. develop a computation functionality that pulls conversion factors from the database of global forest GHG emissions and global FLR CO2 removals developed by IUCN and Winrock and generates carbon removal and storage calculation.
   c. develop a results interface that visualises the cumulative impacts in a summary table, graphs and a map. Develop an export functionality to export inputs and results data for validation and representation.
Note: the basic web design of all the forms and user interfaces must be in accordance with the IUCN visual identity that will be provided by the Global Communications Unit.

2.4. Specific tasks

The Contractor is expected to provide support for the following tasks related to the development of an online, web based Contributions for Nature platform:

Functional Expectations
- Develop technical solution for user identity verification and polygon data entry, in line with the functional requirements described under 2.2.
- Develop the interface to allow visualisation and query within iucn.org and in line with the IUCN visual identity guidelines
- Conform to industry best practices

Communication
- Provide project updates to IUCN through regular status update meetings
- Update the development tasks progress in Jira as tasks are completed
- Track time on specific tasks in Jira on at least daily basis (using Tempo)

Quality Expectations
The website should be secured in order that none of the data can be modified by unauthorized users or by hackers.
Limited amount of user data should be maintained in the website in order to respect privacy regulations worldwide (GDPR). All private data is maintained in IUCN’s CRM system which is GDPR compliant.
User roles and permissions should be clearly defined and easy to assign via the admin module.
Security standards, such as basic general security and privacy configuration, user roles and permission configuration, robot files (.txt and .htaccess) configuration, restriction of certain files and sensitive documents, must be guaranteed.
Similarly, best practices in development and configuration must be followed in order to meet responsive requirements and provide compatibility with most common browsers in use (as listed in 2.2.2).

2.5. Competencies
In addition to the above requirements, IUCN prefers Contractors which:

- Use git or equivalent for version control for development, testing and production (IUCN git server)
- Use JIRA or equivalent for project and development tracking
- Use Tempo/JIRA or equivalent for tracking time on project
- Have experience and a strong track record with deploying to common web servers like Nginx or IIS
- Have experience and a strong track record with developing on mapping libraries and apis like ESRI Javascript API or Mapbox API
- Have experience and strong track record using database server like MsSQL or Postgresql (which also supports spatial data)
- Ability to develop and deliver effective, performant and responsive modern UX
- Work efficiently using remote desktop for development and testing environment
- Have experience and a strong track record in developing integrations with CRM, Active Directory and other systems
- Have experience and a strong track record with development of web based solutions for of similar size and complexity
- Have experience and strong track record dealing with spatial data, analysis and manipulations of such data
- Have experience and a strong track record with deploying mapping tools, and upholding performance in regions with limited bandwidth
• Demonstrate the ability and knowledge for advisory role during development of the Contributions for Nature platform, aiming the best system performance
• Demonstrates the ability to keep up to date with best practices for development of the online solutions and have knowledge of emerging technologies, standards, and trends related to development of the online solution
• Able to troubleshoot issues quickly and to stay up-to-date on current and emerging technologies, standards, and trends.

2.6. Duration of the assignment
Time is of the essence for the Contributions for Nature platform developments as the platform launch date is 04.09.2021, at a minimum for a prototype, ideally for the platform itself. The duration of the contract is therefore anticipated to be from May to September 2021, or shortly thereafter. Proposers should bear this in mind when planning the content of their proposals with respect to timelines. Whilst there might be flexibility in terms of the scope of what is delivered, and by when, there would need to be a functional version of the platform delivered before 04.09.2021.

2.7 Language
All materials shall be produced in English. English will be the working language during the consultation meetings.

PART 3 – THE EVALUATION MODEL

The proposals will first be evaluated with regards to the criteria as indicated in the table below.

The evaluation of shortlisted proposals shall be carried out with regards to (1) price and (2) the technical evaluation criteria and their relative weights are specified in the table below:

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Max. points</th>
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<tbody>
<tr>
<td>Price Score</td>
<td>40</td>
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<tr>
<td>Technical score</td>
<td>60</td>
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<tr>
<td>Total Score</td>
<td>100</td>
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All proposal prices will be normalised by dividing the lowest bid price value by that bid's price value, and this value turned into a percentage (Financial Score). Thus: lowest bid value = CHF X; bid A’s value = CHF Y; bid A’s normalised financial score = (X / Y) * 100%

The Technical evaluation is to be based on the technical capability to be demonstrated in the table 4.2.:
success factors identified [d] & score 0-5 & 10 \\
project resourcing and number of relevant staff is appropriate [e, g] & score 0-5 & 10 \\
proposed technological architecture is appropriate [f] & score 0-5 & 10 \\
\hline
Total weight & & 60 \\
\hline

Where the scoring method indicates “y/n”, this means that a “yes” answer is required in each case for the Proposal to be considered further. Proposals that score 2 or less out of 5 on any of the Technical Criteria will not be considered further.

The Technical Score will be multiplied by the Technical Weighting Factor (60%), the Financial Score multiplied by the Financial Weighting Factor (40%), and the two weighted scores added together to provide a Final Weighted Score for each bid.

The top bids based on the above evaluation will be shortlisted and will be invited to give a presentation on their proposal. Shortlisted Proposers will be asked to pay particular attention to their intended timelines for delivery in their presentations (see Section 2.6 above), with respect to what, specifically, they plan to deliver by when. On the basis of these presentations, IUCN will award a maximum of 20 additional points to the Final Weighted Score for timeliness and feasibility of the proposed work.

Through April 2021, IUCN’s Members will complete a questionnaire regarding their potential use of the Contributions for Nature platform. It is possible that the results of this questionnaire may result in minor adjustments to the specific scope of work above; if this is the case, these adjustments will be shared with Proposers at the shortlisting stage, and such that shortlisted Proposers can incorporate any resulting adjustments into their presentations.

The contract will be awarded to the Proposal which has obtained the highest total score.

**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 criteria**

Please provide brief answers to the below questions about your technical and/or professional ability.

a. Provide a case study for relevant/similar project your company was directly involved with. It can be an attached document or URL to an online document/web page.

b. For references, please provide details of previous experience of [3] relevant contracts in the last [3] years for the web based system solution, clearly indicating the level of involvement of the Proposer (design, development, IA, maintenance, else…), preferably from projects of similar size, complexity and quality demands. Projects should be listed in order of decreasing value (total lifetime costs).
**Contributions Platform: web development**

<table>
<thead>
<tr>
<th>Project Name and Customer Name</th>
<th>CHF equivalent</th>
<th>Set out details of the project, its current status, relevant dates and role</th>
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Please provide the references, client name and email address, of the above specified projects. Please confirm that the specified clients have no objections to IUCN contacting them during the pre-qualification stage for reference purposes.

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<th>Client name</th>
<th>Email address</th>
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**c.** Please explain project management methodology and approach that you have adopted in similar projects to the proposed Requirement (1500 words maximum).

**d.** Based on your previous experience, please identify the most important factors that have made projects similar to the Requirement a success and describe any pitfalls encountered and how you addressed these (1500 words maximum).

**e.** Please state project resourcing (i) the total number of staff; (ii) detailed numbers of staff under relevant categories (e.g. development, project management, design, etc…, (iii) staff expertise for providing goods and/or services similar to those to be provided in relation to the Requirement.

<table>
<thead>
<tr>
<th>Staff position</th>
<th>Years of web development experience</th>
<th>Areas of expertise</th>
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**f.** Proposed technical architecture for Contributions for Nature platform. All infrastructure components as well as software packages to be used should be listed in order to fully understand how the solution will
Operate technically.

g. Outline project plan (1500 words maximum).

**Additional Services** – details of additional, related services that the Proposer considers would help further improve the platform design and development. Specifically, the proposer can submit an offer for hosting the platform with a recommended partner. Please note that these will not form part of the evaluation of Proposals and will only be used in the final contract negotiations with the selected Proposer.

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**

As IUCN is VAT exempt in Switzerland, 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 CHF.

**Rates and Prices**

Proposers should submit **one fixed price** which applies to all work to be provided by the Proposer in fulfilling the tasks outlined in this RfP. We recommend however to the Proposers to detail their pricing structure by various deliverable items in order that IUCN can better understand their offering.

Proposers should mention **discounts** such as:

- any discount that can be applied for a specific volume of work
- any discount that can be applied in exchange for potential public communications during the launch of the platform
- any other applicable discounts.

Proposers should mention as well any additional costs that are not covered by the fixed price.

Finally, proposers should list separately any costs associated with Additional Services (4.2) which are not covered by the fixed price.
PART 5 – PROPOSED CONTRACT

Annex II contains the draft proposed Contract to supply technical support for the Contributions for Nature platform development. Proposers acknowledge that this template will be used as the basis for the final contract.
### 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>
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<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>