



**The Regional Office for Mexico, Central America and the Caribbean of the
International Union for the Conservation of Nature**

(IUCN-ORMACC)

REQUIRES

**PROFESSIONAL CONSULTANCY SERVICES
FOR**

“Hosting of virtual stakeholder workshops for the Plastic Waste Free Islands project”

Type of Contract:	Professional Consultancy Services
Period:	1.5 months
Availability:	Immediate
Person Responsible for Supervision:	Domenique Finegan, Technical Officer

1. BACKGROUND AND JUSTIFICATION

About the IUCN

The International Union for the Conservation of Nature (IUCN) helps the world find pragmatic solutions to our most pressing environment and development challenges.

IUCN work focuses on valuing and conserving nature, ensuring effective and equitable governance of its use, and deploying nature-based solutions to global challenges in climate, food and development. IUCN supports scientific research, manages field projects all over the world, and brings governments, NGOs, the United Nations and companies together to develop policy, laws and best practice.

IUCN is the oldest and largest environmental organisation in the world, with more than 1,300 government and NGO members and around 15,000 volunteer experts in some 160 countries. Its work is supported by a team of over 950 people in 50 offices and hundreds of partners in public, NGO and private sectors around the world.

About the Project

Over 10 million tons of plastic waste enter the ocean every year. Many of the efforts to minimise and mitigate impacts of plastic waste focus on tackling the sources on continental land, rivers and coastal areas.

The Plastic Waste-Free Islands (PWFI) project, funded by the Norwegian Agency for Development Cooperation (Noras) and managed by IUCN, seeks to make a significant, quantified reduction in plastic waste generation and leakage within the planned project timeframe of three years. This is a global initiative, working in Pacific and Caribbean Small Island Developing States (SIDS). In the Caribbean region, the project focuses in Antigua and Barbuda, Grenada, and Saint Lucia, and involves participation of the country governments, as well as regional partner, the Organisation of Eastern Caribbean States (OECS). PWFI is part of the IUCN global “*Close the Plastic Tap*” programme.

The project’s overarching goal is to drive the circular economy agenda forward and to reduce plastic waste generation and leakage from islands.

The project aims to:

- Improve knowledge of plastic waste generation among target islands and demonstrate a measurable increase in policy effectiveness to reduce plastic waste generation and enhance waste disposal methods.
- Enhance adoption of plastic leakage reduction measures by tourism, fisheries and waste management sectors, and generate sector-specific action plans for alternative value chains.
- Repurpose waste into commercially viable products, thereby generating job opportunities and income for local communities.
- Develop a blueprint for islands, for endorsement by regional bodies. The blueprint will capture IUCN’s recommended approach to reduce plastic waste generated and plastic leakage on islands based on the strategy adopted for PWFI and lessons learned.

To achieve its objectives, PWFI works through four interconnected pillars:

1. **Knowledge:** IUCN is using a plastic footprint calculator to assess the plastic leaking into the marine environment. IUCN works with countries to co-generate credible data and analysis to understand their current plastic leakage status, set targets, implement actions, and track progress towards targets over time.
2. **Capacity:** IUCN is facilitating collaboration amongst key stakeholders (public and private, as well as the informal waste sector) to share best practices, especially best available technologies, to enhance plastic waste management measures.
3. **Policy:** IUCN is supporting policy and legislative analysis and reform, to minimize plastic waste leakage.
4. **Business:** IUCN is working with the private sector, with a focus on the tourism, fisheries and waste management sectors, to enhance their plastic waste management measures.

The project has the following components that are complementary:

- **Material Flow Analysis:** quantification and qualification of plastic waste;
- **Value chains:** commercial solutions for recyclable plastic;
- **Most Suitable Processes/Technologies:** solutions for addressing non-recyclable plastic;
- **Economics and policy:** Identify and support enabling conditions for uptake of recommendations; and
- **PWFI Blueprint:** a document that defines a replicable and scalable methodology to address plastic waste management and leakage.

Due to the challenges of the COVID-19 pandemic, three virtual national workshops are being planned to update key PWFI stakeholders from government, the private sector and civil society on the project's implementation status, achievements / results to date, ongoing and upcoming activities. This consultancy will therefore assist with the technical design, preparation, facilitation and documentation of the virtual workshops, anticipated for June 2021.

2. OBJECTIVES OF THE CONSULTANCY

2.1. General:

Design, prepare, facilitate and document three virtual national stakeholder update workshops for the PWFI project's target countries: Antigua and Barbuda, Grenada and Saint Lucia.

2.2. Specific:

- Assess the needs of the workshops to be conducted and design the methodology based on best practices for virtual meeting conduct and moderation.
- Prepare the technical arrangements and facilitate the workshops on the agreed dates and time.
- Draft three comprehensive workshop reports in a format to be agreed with IUCN.

3. EXPECTED DELIVERABLES

No.	Deliverable	Description
1	Report outlining the workshops' content and methodology.	The report must include but is not limited to: <ul style="list-style-type: none">• A stakeholder list.• Any adjustments to the agenda and proposed virtual methodology for each workshop, including a list of interactive tools to register attendees and ensure their participation.

2	Reports on completed workshops.	Final workshops report, including: <ul style="list-style-type: none"> • Project background; • Workshop overview; • Workshop methodology; • Summary of discussions; • Agreements and recommendations for next steps; • Participants list; • Presentations; • Images of sessions, presenters, participants.
----------	---------------------------------	---

4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

5.1. Activities and programming

Specific objectives	Activities	Weeks					
		1	2	3	4	5	6
Assess the needs of the workshops to be conducted and design the methodology based on best practices for virtual meeting conduct and moderation.	Review of project documentation, progress and achievements to date						
	Liaise with the IUCN and respective national authorities to define workshop length and stakeholders to be invited ¹						
	Liaise with project partners and consultants on presentations to be provided						
	Adjust suggested agenda if necessary						
	Define interactive tools to ensure stakeholder participation						
	Design workshop methodology based on best practices for virtual meeting conduct and moderation						
	Delivery of product 1						
Prepare the technical arrangements and facilitate the workshops on the agreed dates and time.	Prepare guidance materials or slides (pre-meeting and within meeting) designed to anticipate and overcome barriers to effective participation						
	If necessary, train presenters to ensure effective engagement with stakeholders						
	Ensure that all aspects of the approach selected for the design and running of the virtual workshops are tested prior to the actual workshops						

¹ Half-day or one-day workshops (per island), with an estimated 50 attendees (per workshop).

	Host and facilitate the sessions and discussions in accordance to the agreed agenda							
	Optimise the application of the workshop platform functionality (IUCN has a license for MS Teams), such as in meeting controls to help manage participants (e.g., sound and camera control), recording, screen, camera and application sharing, breakout rooms, chat (for ongoing discussion, documenting ideas, etc.), Q&A, etc.							
Draft three comprehensive workshop reports in a format to be agreed with IUCN	Capture the workshops' main discussion points and collate the information into comprehensive reports.							
	Delivery of product 2							

5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
1. Report outlining the workshops' content and methodology.	Two (2) weeks after signature of contract	20%
2. Reports on completed workshops.	Six (6) weeks after signature of contract	80%

- All products will be paid once delivered to IUCN's complete satisfaction.

-Disbursements will depend on the availability of funds from the donor.

-The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

6. TECHNICAL PROFILE

For the development of this consultancy, the following profile is required:

- At least five (5) years' experience in the design, facilitation and moderation of interactive virtual sessions.
- Demonstrated technical and communication (written and verbal) skills.
- Knowledge or experience in working on environmental / environmental pollution matters would be an asset.
- Experience in managing virtual teams in an intercultural environment.
- Experience in optimising the impact of virtual meeting platforms, preferably with MS Teams.
- Demonstrated experience in using Microsoft Office software in support of virtual meetings.
- Access to stable high-bandwidth internet is required.
- Ability and excellence in English oral expression and writing skills.

7. CONTENT OF THE TECHNICAL AND FINANCIAL PROPOSAL

The consultant must submit the following documents, in the order listed:

ADMINISTRATIVE REQUIREMENTS

- a. Copy of identification document or passport (in case of being a foreigner)
- b. Copy of legal invoice for fees collection.
- c. Copy of resume
- d. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Appendix 1)

For Consultancy Companies:

- a. Copy of Certification of Incorporation
- b. Copy of identification document of the Legal Representative
- c. Copy of legal invoice for fees collection.
- d. Copy of resumes of the Consulting Team
- e. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Appendix 1)

FINANCIAL PROPOSAL

- a. Signed by the proponent, indicating the value of professional services (in *insert currency*) in numbers and letters.

TECHNICAL PROPOSAL:

Note that the technical proposal is not an identical copy of the ToR. The document should reflect the methodology and work proposal that the Consultant intends to develop to achieve the objectives of the consultancy in question

- a. **Methodology:** The proponent will describe the methodology to be implemented in the consultancy in a clear, consistent and precise way, indicating the actors with whom it will coordinate and the procedures, instruments and parameters to be used to carry out all the activities necessary to obtain the deliverables.
- b. **Schedule of activities:** The proponent must set out in the schedule of activities the logical dimension of time according to the scope of the required deliverables.

If a company or group of consultants is applying, the proposal should include the following additional information:

- Person in charge of the consultancy
- Composition of the consultant team, specialty of each member (include CV)
- Each member's role and responsibility in activities/products in accordance with ToR

8. PERIOD AND COORDINATION

The period of the consultancy will be 1.5 months.

Form of work (with Unit/Project): to achieve the products from this consultancy, the consultant is required to work closely with Ms Dominique Finegan, IUCN Technical Officer. The consultant is also expected to liaise and interact with the project's coordination unit in IUCN Headquarters, and relevant focal points for the project's international and national consultancies. The consultant is also required to liaise with the Government Project Focal Points of the three islands and IUCN National Project Assistants.

9. Other Expenses

The consultant or Consulting Team (in case of company) must:

- a) duly pay the taxes and/or contributions in the country of execution of the contract;
- b) have up-to-date medical and life insurance; and
- c) will cover bank fees for transfers.

No travel is expected for this consultancy.

10. EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

- Technical Proposal that includes activities, methodology and timetable: *50%*
- Experience, technical profile and references regarding previous consultancies in similar areas: *30%*
- Price Proposal, which includes all expenses involved in carrying out this work: *20%*

11. SUBMISSION OF THE PROPOSAL

The proposal must be sent to: sofiamariela.madrigal@iucn.org, under the reference "*Hosting of virtual stakeholder workshops for the Plastic Waste Free Islands project*" by *Wednesday May 14th, 2020* at the latest.

ANNEX 1: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date _____.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature _____

Full name of the proposer or legal representative _____