



# Request for Proposals (RfP)

## International consultant to support coordination and manage knowledge of the preparation phase of the Global Forest Landscape Restoration Implementation Hub

IUCN, in collaboration with WWF and WRI  
Forest Landscape Restoration Implementation (FLR) Hub  
Forest and Grassland Team

Issue Date: 8<sup>th</sup> February 2022

Closing Date and Time: 15<sup>th</sup> March 2022; 23:59 EST

**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 organizations. It provides public, private, and non-governmental organizations 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 organizations 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 where diverse stakeholders, including governments, NGOs, scientists, businesses, local communities, indigenous peoples organizations, 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](http://www.iucn.org)  
<https://twitter.com/IUCN/>

#### ***1.2. Summary of the Requirement***

IUCN invites you to submit a proposal to '**Support the coordination and writing of the project proposal for Global FLR Implementation Hub.**' IUCN will accept applications from individuals and organizations that can

provide all services required. The applicants can find detailed Terms of Reference/description of the Requirement in Part 2 of this RfP.

### **1.3. The procurement process**

The following key dates apply to this RfP:

<b>RfP Issue Date</b>	8 <sup>th</sup> February 2022
<b>RfP Closing Date and Time</b>	15 <sup>th</sup> March 2022 23.59 EST
<b>Estimated Contract Award Date</b>	25 <sup>th</sup> March 2022

### **1.4. Conditions**

IUCN is not bound to enter into any contractual or other arrangements with any Proposer due to 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 before contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

IUCN requires Proposers to refrain from corrupt and fraudulent/prohibited practices in participating in this procurement. To this end, 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. Proposers should not contact any other IUCN personnel about this RfP.

Proposers may submit their queries no later than 10<sup>th</sup> March 2022, 17:00 EST.

As far as possible, IUCN will issue the responses to any questions, suitably anonymized, to all Proposers. If you consider the content of your question confidential, you must state this when 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 23.59 EST on 15<sup>th</sup> March, 2022 by email to: [chetan.kumar@iucn.org](mailto:chetan.kumar@iucn.org).** The subject heading of the email shall be **[RfP –FLR Hub International Consultant- [Proposer Name]**. Electronic copies are to be submitted in PDF and native (e.g., M.S. 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 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 incomplete proposal will not be considered. IUCN will make no allowance 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 before 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 valid for 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**

### **1. Background**

The Forest Landscape Restoration Implementation Hub (FLR Hub) is a new partnership among the International Union for Conservation of Nature (IUCN), World Wide Fund for Nature (WWF), and World Resources Institute (WRI), in consultation with and supported by the German Government (BMU-IKI). The FLR Hub is demand-responsive to countries, local stakeholders, and partners seeking to overcome FLR implementation bottlenecks and build on success factors to accelerate and scale FLR implementation in project countries. The project countries include Brazil, Colombia, and Peru in Latin America and Madagascar, Tanzania, and Uganda in Africa. It aims to generate climate and biodiversity benefits and achieve human well-being. The FLR Implementation Hub will consist of an Implementation Technical Support Unit (ITSU) that coordinates the Hub's overall strategic direction and operations and the three main work packages:

1. Increase the levels of finance available for enabling policies that support public and private FLR investments – Investment Preparedness.
2. Strengthen capacity to plan, implement, and monitor FLR interventions, their biodiversity benefits, associated carbon stocks, and livelihood creation across various landscapes and contexts – Capacity Development.
3. Facilitate increased private-sector engagement and investable project pipeline in restoration action from the direct supply chain or impact investments – Private Sector Mobilization and Engagement.

There are six countries of implementation: Brazil, Colombia, Madagascar, Peru, Tanzania, and Uganda.

The FLR Hub will work on the basis, principles, and understanding of the Global Partnership on Forest and Landscape Restoration and the United Nations Decade on Ecosystem restoration 2021–2030 (UN-DEER). FLR is defined as a process that aims to regain ecological functionality and enhance human well-being in deforested or degraded landscapes. FLR is not an end in itself but a means of regaining, improving, and maintaining vital ecological and social functions in the long term, leading to more resilient and sustainable landscapes.

### **2. Scope and tasks of the Consultancy**

#### **To support the coordination and writing of the project proposal for the six countries.**

IUCN and partners seek qualified individuals/organizations to help coordinate and write the project proposal for the FLR Hub. The consultant will be responsible for synthesizing the main findings from commissioned supporting studies, co-organizing the country missions, and developing project activities for target countries in one region, Latin America (Peru, Colombia, and Brazil) or Africa (Uganda, Tanzania, and Madagascar). The Consultancy also requires working closely with in-country teams and the core project team (IUCN, WRI, and WWF) and conducting virtual interviews with country partners to achieve the above objectives.

IUCN invites applications from one individual/organization for each region. Organizations/individuals interested in applying for both areas can submit separate applications highlighting their experience and expertise in each region.

Specific tasks of this Consultancy are:

- Review and synthesize recommendations from six thematic studies that analyze baseline conditions for monitoring, implementing, and financing FLR in the target countries. (10%).

- In collaboration with the Country Facilitators, support the planning and organization of country missions (only knowledge management) from each country to seek consistency and coordination among them. It requires mainly preparing presentations that outline key findings from the thematic studies and structuring and facilitating discussions with various stakeholders to identify their needs and goals for FLR systematically. The consultant will also document and share key outcomes from the country missions with IUCN, WRI, WWF, and the country leaders. (20%).
- Lead on writing the project proposal for a given region as per the BMU format covering three countries (70%). It will include helping to develop theories of change, expected outcomes, project activities, and budget estimation for each country.

### **3. Deliverables**

- An inception note with a detailed approach and timeframe approved by IUCN, WRI, and WWF.
- Design and structure key information from all the country missions in accordance with the proposal needs in a PowerPoint.
- Draft versions of country proposals to IUCN to request comments, feedback, and recommendations before finalizing.
- Final versions of the project proposal for each country. Any additional round of final comments of the technical team is to be included.
- All materials should be delivered in English.

### **4. Timeline**

- The total duration of the work will be tentatively from 25<sup>th</sup> March-15<sup>th</sup> June, 2022.
- Draft versions of project proposal: 15<sup>th</sup> May, 2022
- Feedback round: 14 days
- Final versions: 10 days
- Final comments: 5 days
- Submission of final versions: 5 days

The exact dates for the tasks listed above will be determined with the selected consultants.

### **5. Cost**

Maximum up to 39,000 EUR including all the costs and taxes, if applicable, per region i.e., Africa and Latin America

### **6. Requirements/Qualification**

- Experience and extensive knowledge of Forest Landscape Restoration initiatives, finance, implementation, capacity building, and monitoring in either or both the project regions
- Exceptional organizational and analytical skills and the ability to coordinate with multiple teams in varied geographies
- Experience with project proposal development, particularly BMU-IKI
- Knowledge of French, Portuguese, or Spanish is preferred

## 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 90%, Financial Weighting Factor 10%, with the total score a combination of these two percentages.

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in the table below:

<b>Evaluation Criteria</b>	<b>Maximum attainable points</b>
1. General qualification of the experts- experience and educational background	30
2. Qualification of the experts related to FLR and the similar governance structures	30
3. Quality of technical proposal	30
4. Price score	10
<b>Total score</b>	<b>100</b>

A Price Score (PS) is assigned to all Proposals applying the following formula:

$$PS = 10 \times LP/PP$$

Where:

PS is the Price Score of the offer under evaluation;

10- is the maximum score in points obtainable in the Price evaluation;

LP is the value of the lowest Budget (a sum of the Staff Input Budget and the Expenses Budget) offered by all Proposals in the Price evaluation;

PP is the value of the Budget (a sum of the Staff Input Budget and the Expenses Budget) offered through the proposal under evaluation.

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](#) and include this in your proposal.

### **4.2. Technical information/Service Proposal**

Proposers are required to submit the following details in their technical proposals:

1. A brief technical proposal (2-4 pages)
2. CV and summary of their previous technical work
3. Financial proposal

### **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.

## **PART 5 – 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