

Consultancy to Catalyze meaningful engagement with Indigenous Peoples and Local Communities to inform the beta release of the TNFD risk management and disclosure framework, from July 2022 to July 2023.



## Request for Proposals (RfP) Catalyze meaningful engagement with Indigenous Peoples and Local Communities to inform the beta release of the TNFD risk management and disclosure framework, from July 2022 to July 2023.

IUCN- Washington DC Office, Taskforce on Nature-related Financial Disclosures (TNFD), Human Rights in Conservation Team

**RfP Reference: IUCN-27-07- 2022- P04276**

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

### 1. REQUIREMENTS

- 1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

### 2. CONTACT DETAILS

- 2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Anita Tzec , Programme Officer for Indigenous Peoples and Conservation, email address: [anita.tzec@iucn.org](mailto:anita.tzec@iucn.org)  
IUCN RfP submission: Celia Steele, Administrative Assistant. [Celia.Steele@iucn.org](mailto:Celia.Steele@iucn.org)

### 3. PROCUREMENT TIMETABLE

- 3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will contact you.

DATE	ACTIVITY
07-01-2022	Publication of the Request for Proposals
07-07-2022	Deadline for submission of questions
07-11-2022	Planned publication of responses to questions
07-15-2022	Deadline for submission of proposals to IUCN (" <b>Submission Deadline</b> ")
07-15-2022	Clarification of proposals
July 18 to 22 <sup>nd</sup> -2022	Interviews
07-25-2022	Planned date for contract award
08- 01-2022	Expected contract start date

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- 3.2. Please email the IUCN contact to confirm whether or not you are intending to submit a proposal by the deadline stated below.

**4. COMPLETING AND SUBMITTING A PROPOSAL**

- 4.1. Your Proposal must consist of the following three documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

- 4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the proposal or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

**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 within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

4.3. *Eligibility*

IUCN will use the following eligibility criteria to determine if applicants fulfil requirements for completing this consultancy. Please include an attached document noting fulfilment of the criteria, or make clear in the Technical Proposal.

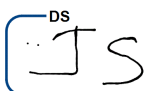
<b>Eligibility Criteria</b>	
<b>1</b>	3 relevant references from clients similar to IUCN / similar jobs
<b>2</b>	Minimum of 5 years combined practical experience on initiatives and projects concerning gathering inputs from Indigenous Peoples and Local Communities on projects/programs/policies and their impacts on IPLC rights, the environment, climate change and/or natural resource management.
<b>3</b>	Experience in facilitating participation and engagement processes with Indigenous Peoples and Local Communities at the global level on programs/projects/policies that affect their rights, including the private/ finance sector.
<b>4</b>	Knowledge of Indigenous peoples rights in international human rights instruments.
<b>5</b>	Have a current, active contact and engagement with Indigenous Peoples and Local Communities at the global level and with worldwide coverage.

4.4. *Technical Proposal*

The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN's discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN's approval.



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IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

	Description	Information to provide	Relative weight
1	CV quality		20
2	Proposed approach/methodology	Technical proposal	30
3	Reference quality	Reference	20
4	Experience on engagement with IPLCs		30
TOTAL			100%

#### 4.5. *Financial Proposal*

4.5.1. The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

#### 4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your financial offer.

#### 4.5.3. *Applicable Goods and Services Taxes*

Proposal rates and prices shall be exclusive of Value Added Tax.

#### 4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in [USD\$].

#### 4.5.5. *Breakdown of rates and prices*

For information only, the price needs to be broken down as follows:

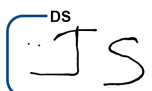
	Description	Quantity	Unit Price	Total Price
1				
2				
3				
4				
5				
6				
	TOTAL			

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be taken into account in the evaluation.

4.7. Your proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.

#### 4.8. *Withdrawals and Changes*

You may freely withdraw or change your proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.




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## 5. EVALUATION OF PROPOSALS

### 5.1. *Completeness*

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

### 5.2. *Technical Evaluation*

#### 5.2.1. *Scoring Method*

Your proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high.

#### 5.2.2. *Minimum Quality Thresholds*

Proposals that receive a score of '0' for any of the criteria will not be considered further.

#### 5.2.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your proposal's overall technical score.

### 5.3. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your financial proposal will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds (see Section 5.2.2) by the total price of your financial proposal.

Thus, for example, if your financial proposal is for a total of CHF 100 and the lowest financial proposal is CHF 80, you will receive a financial score of  $80/100 = 80\%$

### 5.4. *Total Score*

Your proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

<b>Technical:</b>	<b>70%</b>
<b>Financial:</b>	<b>30%</b>

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of  $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$ .

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose proposal achieves the highest total score.

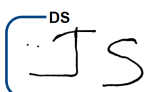
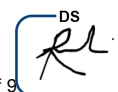
## 6. EXPLANATION OF PROCUREMENT PROCEDURE

6.1. IUCN is using the Invitation Procedure for this procurement. This means that only invited bidders may submit a proposal. IUCN typically invites from four to six bidders to submit a proposal.

6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.

6.3. All proposals must be received by the submission deadline in Section 3.1 above. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of two or more evaluators in accordance with the evaluation criteria stated in in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

6.4. IUCN will contact the bidder with the highest-scoring proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

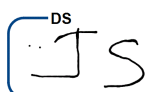
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## **7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

- 7.1. To participate in this procurement, you are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.
- 7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant proposal.
- 7.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.
- 7.1.3. IUCN will query any obvious clerical errors in your proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.
- 7.2. In order to participate in this procurement, you must meet the following conditions:
- Free of conflicts of interest
  - Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
  - In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
  - Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
  - Not bankrupt or being wound up
  - Never been guilty of an offence concerning your professional conduct
  - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2)
- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.
- 7.5. Each bidder shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the bidder's participation to be disqualified.
- 7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:
- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
  - Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
  - Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

## **8. CONFIDENTIALITY AND DATA PROTECTION**

- 8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years



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after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your proposal.

## 9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact [procurement@iucn.org](mailto:procurement@iucn.org). Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

## 10. CONTRACT

The contract will be based on IUCN's template, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

## 11. 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 1,000 staff with offices 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](http://www.iucn.org)

<https://twitter.com/IUCN/>

## 12. ATTACHMENTS

**Attachment 1** *Specification of Requirements / Terms of Reference of this Consultancy.*

**Attachment 2** *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*



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### **Annex 1: TERMS OF REFERENCE OF THIS CONSULTANCY**

**Deliverable 1. Draft a strategic plan (approximately 5 pages) on meaningfully engaging with Indigenous Peoples and Local Communities to inform the beta release of the TNFD risk management and disclosure framework, from August 2022 to July 2023.**

1. The plan should be global in scope, setting out key stakeholder groups, partners, networks, milestones along a timeline for delivery along with resourcing needs (including talent, IPLC groups and networks). It can propose or build on successful engagement models for IPLC feedback.
2. The plan should include a budget that allocates spending across core deliverables by 23 November 2022 and July 2023.

**Deliverable 2. In August 2022, Contextualize and bridge key concepts or language of the TNFD beta Framework to existing or upcoming areas of interest for IPLCs, while aligning with TNFD mission and scope. This should build a case for IPLC engagement and include IPLC-specific opportunities for engagements as well as clarify issues both within and outside of the scope of TNFD Framework, to help manage expectations.**

1. Update pitch decks for webinars socializing the TNFD, the beta Framework and issue-specific sessions for IPLC consultations and workshops (the market-oriented content will be provided by the TNFD Secretariat).
  1. This can include for example, including case studies of how IPLCs help to manage nature-related risks and grow nature-positive opportunities as/for businesses or financial institutions.
2. Update the TNFD overview document for IPLC-specific engagement.
  1. Draft core questions to meaningfully engage IPLCs across core issues of the TNFD beta Framework. These This should include for example, encouraging IPLC input on metrics and targets, given location-specific attribute of nature-related risk and opportunities. Questions could include: What should be measured? How might local target-setting work most effectively?

**Deliverable 3. August 2022 – July 2023: Implementation of the strategic plan (listed in Deliverable 1) using content created (listed in deliverable 2) to meaningfully engaging with local and indigenous community groups to inform the beta release of the TNFD risk management and disclosure framework.**

1. In August 2022, organize a general introductory session with key IPLC stakeholders/networks/interested groups to socialize and build trust with the TNFD, introduce the selected IPLC channel partner (IUCN) and model of engagement.
2. In August – September 2022, organize a second session with key IPLC stakeholders/networks/interested groups (from 3.1) to introduce the beta framework and its components, discuss how TNFD is encouraging market participants to think about nature, and invited initial feedback.
3. Set up a series of issue-specific sessions of 90 minutes, inviting small groups of 10-15 IPLC experts at a time to provide feedback and deepen the pool of solutions. This also include updates to interested IPLC groups on iterations to the beta Framework.
4. Consolidate feedback to share the TNFD Technical team and update the engagement documents from all IPLC webinars, as well written feedback received from IPLCs via the online portal of the Beta Framework from August 2022-July 2023.
5. Coordinate or create an effective modality via network partners to support pilots of IPLC-owned businesses of the TNFD Framework, ensuring feedback and support is organized with the TNFD Piloting Lead.

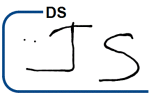
**Deliverable 4. Serve as a single point of contact for both the TNFD and IPLCs globally on TNFD, this includes coordinating and leveraging the interest and networks to improve the TNFD beta Framework as well as manage expectations of these networks.**

1. Identify and leverage key substantive IPLC partners and networks for deliverable 3, like the International Indigenous People's Forum on Climate Change, International Indigenous Forum on Biodiversity (IIFB), CBD Alliance, United Nations Permanent Forum on Indigenous Issues, and other key institutions identified by the TNFD Co-Chairs, Secretariat and IPLC channel partner to ensure strategic global and sectoral coverage
2. Identify and leverage key implementation partners and network to deliver the strategic plan (listed in deliverables 1 and 3): like UNDP, The Nature Conservancy (TNC), Conservation International (CI), World Conservation Society, and other key institutions identified by the TNFD

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Co-Chairs, Secretariat and IPLC channel partner to ensure strategic global and sectoral coverage.

3. Encourage IPLC institutions, networks and groups (engaged in deliverables 3 and 4) to [join the TNFD Forum](#) to receive updates on the progress of the Taskforce as well as opportunities to engage in the beta Framework.





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**ANNEX 2: Declaration of Undertaking**

**DECLARATION in relation to RfP Catalyze meaningful engagement with Indigenous Peoples and Local Communities to inform the beta release of the TNFD risk management and disclosure framework, from July 2022 to July 2023**

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

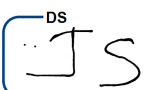
I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain my Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

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<Date and Signature>



IUCN: Request for Proposals



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