

**Knowledge product development and writing for the Inclusive Conservation Initiative  
IUCN-2022-10-P03384**

**Questions and answers**

1) *According to this RfP, Attachment 1 Specification of Requirements/Terms of Reference, it appears that a budget of \$76,000 has already been established. Is this to say that in response to RfP 4.5.5. Rates and Prices, we are only expected to allocate how we would divide this already set budget amount?*

Yes, applicants need to break down the allocated amount of USD 76,000 as described in section 4.5.5 of the RfP (Breakdown of rates and prices).

2) *In this RfP Attachment 1 Specification of Requirements/Terms of Reference, it states under Reporting Structure: "The primary deliverables will be in English and Spanish, with translations as needed". Will any of these deliverables have to be written in Spanish? And, if so, is it coordinated with the IUCN or to be handled directly by the consultant?*

Yes, some of the deliverables will have to be written in Spanish by the consultant.

3) *Our comms materials samples are quite large in file size, can links be shared to Google Drive folders instead of attachments to the proposal in the email? — In the RFP it states: "You may not submit your Proposal by uploading it to a file-sharing tool". However, we only wish to send the samples this way, not the proposal itself.*

The samples are an integral part of the proposal and, as such, need to be submitted as PDF attachments and can not be submitted via file-sharing tools. As explained in the RfP, if files in attachment are too large to suit a single email transmission you may submit multiple emails suitably annotated (e.g. Email 1 of 3).

4) *Would IUCN be deducting any amount of tax from the quoted fees we will provide in the proposal and if so, at what rate as a percentage?*

*No, IUCN will not withhold tax and the consultant shall be solely and exclusively liable for any and all taxes, levies or dues required to be paid.*

5) *Are you able to disclose the minimum turnover of a Co. which IUCN requires?*

*There is no minimum turnover, but a financial due diligence assessment might be performed to evaluate proposed contractor's financial health.*

6) *In the Procurement Timetable the planned date for contract award is Dec 12. When would work commence thereafter?*

Work will commence immediately upon contract award.