Request for Proposals (RfP)
Consultancy Services for developing the GEF-8 Mesoamerica Forest Integrated Program.

International Union for the Conservation of Nature
Regional Office for Mexico, Central America and the Caribbean
Name of the Project: Integrated Programm GEF 8 Mesoamerican Forest
Budget Line:
AOP Code:

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.

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 18,000 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/

2. REQUIREMENTS

2.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference)

3. CONTACT DETAILS

3.1. During the course of this RfP, from its publication to the award of a contract, you may not contact of 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: Procurement Officer (Procurement.Officer@iucn.org)
4. PROCUREMENT TIMETABLE

4.1. 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, that will be informed.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 22, 2022</td>
<td>Publication of the Request for Proposals</td>
</tr>
<tr>
<td>January 2, 2023</td>
<td>Deadline for submission of questions</td>
</tr>
<tr>
<td>January 6, 2023</td>
<td>Deadline for submission of proposals to IUCN (&quot;Submission Deadline&quot;)</td>
</tr>
<tr>
<td>January 10, 2023</td>
<td>Evaluation and clarification of proposals</td>
</tr>
<tr>
<td>January 11, 2023</td>
<td>Planned date for contract award</td>
</tr>
<tr>
<td>January 13, 2023</td>
<td>Expected contract start date</td>
</tr>
</tbody>
</table>

4.2. Send an email to the IUCN contact to register an email address to receive notifications or clarifications of this bidding process, bidders in turn will be able to confirm if they intend to submit a Proposal before the deadline indicated above.

4.3. IUCN reserves the right to issue responses to any question to all Bidders, unless the Bidder making the inquiry expressly requests, at the time of inquiry, that it be kept confidential. If IUCN considers the content of the question and/or the answer to be non-confidential, it will inform the Bidder, who will have the opportunity to withdraw the question.

4.4. At any time before the deadline for submitting Proposals, IUCN may amend the RFP and will send all Bidders who have notified their interest or, failing that, registered an email to receive notifications, and it will be disclosed in the media used. For this end.

4.5. If the amendment is substantial, IUCN may extend the deadline for submission of Proposals in order to allow Bidders a reasonable time to take the amendment into consideration in their proposals.

5. PRESENTATION OF THE PROPOSALS

5.1. The Bidder interested in submitting a Proposal must submit the following documents, in the order listed, placing:

A. 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. (Annex 2)
   e. Signed Declaration of Undertaking (Annex 3a)
   f. Human Resources Questionnaire filled and signed (Annex 4)

   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. (Annex 2)
f. Signed Declaration of Undertaking signed by the Representative of the Consulting
Company or, in the case of a Consortium or group of Consultants, signed by each
member indicating that they have read and understood the content of the Declaration
(Annex 3b)
g. Human Resources Questionnaire filled and signed (Annex 4)

B. TECHNICAL PROPOSAL:

i. The technical proposal must address each of the criteria listed below explicitly and
separately, citing the reference number of the relevant criterion (Description column).

<table>
<thead>
<tr>
<th>Description</th>
<th>Information to be presented</th>
<th>Relative importance (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Methodology for the designing/formulation and implementation</td>
<td>Description of work for the formulation and implementation of the Project Framework Proposal (PFD), the procedure to be used for the consultations with governments and other key stakeholders. Instruments and parameters to be used and participants to be engaged.</td>
<td>40%</td>
</tr>
<tr>
<td>2  Time table with specified activities</td>
<td>A matrix of activities with scope of work and timelines to achieve the objective of consultancy</td>
<td>30%</td>
</tr>
<tr>
<td>3  Experience – At least 5 years of experience in the formulation and implementation of GEF projects, preferable IP GEF</td>
<td>Copy of CV, track records and resume</td>
<td>20%</td>
</tr>
<tr>
<td>4  Description of the main field of expertise and/or team support related within the framework of the consultancy</td>
<td></td>
<td>10%</td>
</tr>
</tbody>
</table>

TOTAL 100%

i. IUCN will evaluate the technical proposals with respect to each of the criteria indicated in
point i) and their relative importance.

ii. Proposals in any other format will significantly increase the evaluation time and therefore
such proposals may be rejected at the discretion of IUCN.

iii. When resumes (CVs) are requested, these should be from the people who will perform the
specified job. Persons submitted as part of the Proposal may only be replaced with the
approval of IUCN.

iv. In the event that a company or group of consultants applies, in addition to the above
information, the following must be specified:
- Responsible for consulting
- Composition of the consulting team, specialty of each member.
- Role and responsibility in the activities/products of each member in accordance with the TOR.

C. FINANCIAL PROPOSAL:

Signed by the Proposer, indicating the value of professional services (in United States Dollars) in numbers and letters.

i. It will be considered that the prices presented include all the costs of fees, insurance, taxes, obligations and risks that must be considered for compliance with the Terms of Reference. IUCN will not accept charges beyond those clearly indicated in the Financial Proposal and that are eligible for the execution of the Contract.

ii. The Bidder will have to assume the payments corresponding to taxes according to regulations in force in its country; You will have to have health and life insurance up to date; and will assume the bank charges by transfer.

iii. If local or international trips must be made for the execution of this Contract, the costs will be paid by IUCN through reimbursement and will be governed by the IUCN per diem scale for food and lodging.

iv. Travel expenses related to the execution of this Contract will not exceed the total amount of 10000 USD broken down as follows:

<table>
<thead>
<tr>
<th>Expense type</th>
<th>Maximum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>80 USD per day</td>
</tr>
<tr>
<td>Surface Transportation</td>
<td>65 USD per day</td>
</tr>
<tr>
<td>Accomodation</td>
<td>116 USD per night</td>
</tr>
</tbody>
</table>

v. For reimbursement of travel expenses, the Proposer must submit a financial report with original invoices/receipts (e.g., transportation, lodging, food and incidentals) to the IUCN Contact Person, in the currency of the Contract, so that the corresponding reimbursement can be processed.

vi. Expenses related to vehicle maintenance, purchase of electronic equipment, cell phone expenses, consumption expenses or purchase of alcoholic beverages will be considered ineligible expenses.


For information purposes, it is recommended that the details of the financial proposal be broken down as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Days</th>
<th>Unit price*</th>
<th>Total price*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Consultant fees according to proposed workplan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Any other incurred expense to complete the consultancy (excluding consultancy fees)

"USD currency"

5.2. Additional information not requested by IUCN should not be included in the proposal and will not be subject to evaluation.

6. SENDING

6.1. The Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – Proposer name]. The Proposer name is the name of the company/organisation on whose behalf the proposal is being submitted, or the surname of the Proposer in case is bidding as a self-employed consultant. The proposal must be submitted in PDF format. The Proposer 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 (e.g. Dropbox, Google Drive, etc)

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.

7. ELIGIBILITY

7.1. Not applicable

8. VALIDITY

8.1. The proposal must remain valid and capable of acceptance by IUCN for a period of 60 calendar days following the submission deadline.

9. WITHDRAWALS AND CHANGES

9.1. Proposers may freely withdraw or change their 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.

10. EVALUATION OF PROPOSALS

10.1. Completeness

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

10.2. Technical Evaluation

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

10.2.1. Scoring Method

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

10.2.2. Technical Score
The score for each technical evaluation criterion will be multiplied with the respective relative weight and these weighted scores added together to give the proposal’s overall technical score.

10.3. Financial Evaluation and Financial Scores

The financial evaluation will be based upon the full total price submitted. Financial proposals will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds by the total price of your financial proposal.

The proposals total score will be calculated as the weighted sum of the technical score and financial score.

The relative weights will be:

- Technical: 70%
- Financial: 30%

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

11. EXPLANATION OF PROCUREMENT PROCEDURE

11.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN’s website and open to all interested parties to take part, subject to the conditions in Section 12 below.

11.2. 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.

11.3. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three 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 Proposer whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

11.4. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 3.1 gives an estimate of when the contract award is expected to be completed, however this date may change depending on how long the evaluation of the proposals takes.

12. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

12.1. To participate in this procurement, the Proposers are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

12.1.1. It is responsibility of each Proposer to ensure the submission of a complete and fully compliant proposal.

12.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result will not be consider to proceed further in the procurement process.

12.1.3. IUCN will query any obvious clerical errors in a proposal and may, at IUCN’s sole discretion, allow a Proposer to correct these, but only if doing so could not be perceived as giving an unfair advantage.

12.2. In order to participate in this procurement, the Proposer must meet the following conditions:
- Free of conflicts of interest
- Registered on the relevant professional or trade register of the country in which is established (or resident, if self-employed)
- In full compliance with its 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 professional conduct
- Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

12.3. Each Proposer 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 Proposer 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 Proposer’s participation to be disqualified.

12.4. By taking part in this procurement, the Proposer 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 Proposers 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.

13. CONFIDENTIALITY AND DATA PROTECTION

13.1. IUCN follows the European Union’s General Data Protection Regulation (GDPR). The information a Proposer submits to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate the 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 the proposals in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

13.2. In the Declaration of Undertaking (Attachment 3) the Proposer needs to give IUCN express permission to use the information submitted in this way, including personal data that forms part of the proposal. Where a Proposer include personal data of employees (e.g. CVs) in the proposal, the Proposer needs 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 the proposal.

14. COMPLAINTS PROCEDURE

14.1. If a Proposer has a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact sofiamariela.madrigal@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).

15. CONTRACT

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

16. ANNEXES

Annex 1 Specification of Requirements / Terms of Reference
Annex 2 Letter of Interest
Annex 3 Declaration of Undertaking (select 2a for companies or 2b for self-employed)
Annex 4: Human Resources Questionnaire
ATTACHMENT 1
TERMS OF REFERENCE

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

These terms of reference describe the objectives, responsibilities and key deliverables for an International Consultancy supporting IUCN in developing the GEF-8 Mesoamerica Forest Integrated Program.

Overview

Programming for the eighth funding cycle of the Global Environmental Facility (GEF-8)\(^1\) includes resources and programming for a so-called Amazon, Congo, and Critical Forest Biomes Integrated Program (IP) that seeks “conservation of the last and globally important primary tropical forests”. This IP is operationally divided into 5 separate regional IPs focusing on the Amazon basin, Guinean forests, Indo-Malaya forests, Congo basin forests, and Mesoamerican forests.

IUCN has been selected by the GEF Secretariat and Council to serve as the Lead GEF Agency for the GEF-8 **Mesoamerican Forest IP**, and to fulfil the roles and responsibilities of the Lead agency\(^2\) including leading development of the program. These terms of reference describe the objectives, responsibilities and key deliverables for an International Consultancy supporting IUCN in developing this integrated program.

Background on GEF Program modality

As described more fully by GEF\(^3\), Integrated Programs (IPs) seek to address drivers of environmental degradation and advance systems transformation through an integrated approach. The design, approval and implementation of IPs follow that of the GEF Programmatic Approach, in accordance with the GEF Policy on the Project and Program Cycle\(^4\). This approach involves a two-step approval process:

1. GEF Council approval of a **Program Framework Document (PFD)** with description of the selected country (and regional/global) **child projects** included in a work program; and
2. GEF CEO Endorsement of child projects under the program.

The PFD is prepared by the Lead GEF Agency for the IP, and includes a detailed description of the program, theory of change, governance arrangements, results framework, and more. This will serve as a basis for subsequent development and design of all child projects, to ensure overall coherence and consistency in delivering the IP. The PFD will include explicit guidance to all participating countries on specific issues that must be addressed during child project design stage.

\(^1\) [https://www.thegef.org/sites/default/files/documents/2022-04/GEF_R.08_29_Rev.01_GEFS_Programming_Directions.pdf](https://www.thegef.org/sites/default/files/documents/2022-04/GEF_R.08_29_Rev.01_GEFS_Programming_Directions.pdf)


Another key component of GEF IPs is the inclusion of a regional coordination and support child project, funded through GEF set aside (non-STaR) funding. Functions of the regional coordination and support child project include providing high-priority, non-duplicative supports to all constituent national child projects to ensure a coherent, well-coordinated and adaptively managed program with strong links to relevant external platforms and initiatives; supporting harmonized monitoring and reporting; program-level communications and events; and more. The regional coordination and support child project is implemented and executed – in part or fully – by the Lead agency for the IP. In addition, to ensure that this regional child project is under implementation at the start of program implementation, the regional child project will be developed alongside the PFD as much as possible.

Mesoamerican Forest IP

Stretching from Central Mexico to the eastern Panamanian frontier, the forests of Mesoamerica are vital and irreplaceable. They are also among the world’s most threatened – nearly half of the region’s natural habitats have been converted to agriculture or urban areas, and out of the 5 remaining intact forests, 3 have lost nearly 25% of their area in just the past 15 years.

To help conserve and protect these remaining forests for present and future generations, the GEF-8 cycle of funding includes a dedicated Mesoamerican Forest Integrated Program that provides incentives and resources for Mesoamerican countries to program a portion of their GEF STaR allocation towards conservation of these forests with a landscape approach.

Drawing upon a wealth of experiences including the GEF-7 Amazon Sustainable Landscapes program, Congo Basin Sustainable Landscapes program, and other aligned platforms and initiatives, the GEF-8 Mesoamerican Forest IP will build upon lessons learned and provide a powerful package of supports to bring about transformative change. Key supports and interventions may include:

- Expand coverage of protected areas to safeguard biodiversity, carbon stocks, and connectivity
- Strengthen management of existing protected areas and systems (national and sub-national)
- Promote Other Effective Area-Based Conservation Measures (OECMs) and various Nature-based Solutions for conservation outside of protected areas
- Develop integrated land-use planning and strengthen governance and law enforcement
- Support conservation-friendly livelihoods at local and landscape levels and improve sustainability of the productive sectors to ensure conservation of primary forests
- Develop financial and other incentives for forest conservation while eliminating perverse incentives, and improve resource mobilization including REDD.

Key design elements that will be part of and/or pursued in the development of this program include:

- Programmatic finance and resource mobilization – partnerships with the private finance and philanthropic sectors together with other providers of public finance will be engaged at the programmatic level to leverage GEF funding and deliver greater impact. Innovative finance approaches and tools will be considered including blended finance, green bonds, debt-for-nature swaps, biodiversity offsets, REDD+ finance, and more.
- Regional policy coherence and partnerships to strengthen protections and cooperation, eliminate perverse incentives, and create an enabling policy supporting conservation and sustainable use of Mesoamerican forests
- Partnerships with private sector producers – deforestation-free production commitments and action from commodity producers both large and small in the region will be an integral part of this IP, along with incentives and support for accessing more environmentally-stringent markets
- High-level events and intersectoral communication to raise the profile of this regional biome to a level commensurate with the Amazon and Congo basin forests, and increase demand, support, and
action for conservation and management of these globally important and irreplaceable forest landscapes

- **Regional web platform and annual knowledge sharing conferences** to support knowledge capture and dissemination, South-South learning, a dedicated community of practice, and capacity building on a range of high-priority needs and topics

- **A regional knowledge sharing, coordination and support project** – funded through GEF set-aside funding, this project will provide key supports to all constituent projects to ensure a coherent, well-coordinated and adaptively managed program with strong links to relevant external platforms and initiatives including the Central American Commission for Environment and Development, the AFOLU intersectoral initiative, sustainable commodity initiatives, and more

### Duties and Responsibilities

The selected International Consultancy firm or individual will support IUCN in developing the GEF-8 Mesoamerica Forest Integrated Program. Specific duties and responsibilities will include the following:

1. Under the direction of the IUCN GEF/GCF Task Manager for Global Programs and senior staff in IUCN regional and country offices in Mesoamerica, **lead in coordinating a facilitating a consultative PFD development process** with all selected countries, partnering GEF Agencies, GEF Secretariate, and key external partners including those from the private sector, civil society, and academia.

2. **Lead the organization and implementation of a regional Program Development Inception Workshop**, with participation of country representatives, GEF Secretariate, GEF Agency potential partners, and potential executing partners, to better inform PFD and Regional child project design which will allow – among others- to orient the countries and GEF Agencies on the next steps and procedures.

3. **Lead the drafting of the Mesoamerica Forest IP PFD**, in accordance with the transformative vision defined by GEF-8 programming and IUCN, and inputs from participating country representatives – through nominated national focal points and in close coordination with the NDA, participating GEF Agencies, and other stakeholders. The PFD shall meet all requirements for approval by the GEF Secretariate, GEF Science and Technical Advisory Panel (STAP), and GEF Council, and be informed by the best and latest science and best practices on conservation and sustainable management of forests, and tailored to the context and drivers of degradation specific to participating Mesoamerican countries and selected landscapes. Supporting work may include desk studies and field missions to partnering countries and sites.

4. **Lead the drafting of the Regional Coordination and Support child project concept** (template to be provided by GEF), that supports and ensures a coherent, well-coordinated and adaptively managed program, and that provides identified high-priority, high-value, non-duplicative supports to constituent national child projects.

5. **Lead the organization and implementation of a regional PFD and Regional Child project Validation Workshop**, with participation of country representatives, GEF Secretariate, GEF Agency partners, and potential executing partners, for participants to validate the design of the developed PFD and Regional child project concepts.

6. **Revise draft PFD and Regional Coordination and Support I child project concepts** to respond to all GEF Secretariat, GEF STAP, Agency partner, and Country comments sufficient to achieve GEF approval of the PFD.

### Key deliverables to be developed by the International Consultancy and provided to IUCN:

- Program Development Inception Workshop Terms of Reference (TORs)
- Key information and orientation guidelines disseminated to the countries for the design of national Child Project
Version 0.2. June 2022

- Baseline assessment of relevant initiatives, policies, partners, and other relevant elements to inform development of an impactful and transformative IP
- Draft Mesoamerican Forest IP PFD
- Regional Coordination and Support Project Concept
- PFD and Regional Child project Validation Workshop TORs
- Revised draft PFD and Regional Coordination and Support project concept with all required annexes sufficient for approval by GEF

Timeline

The anticipated period of work for these TORs is from January 2023 through December 2023. Key dates for deliverables and workshops include the following:

- Program Development Inception Workshop Terms of Reference (TORs) – by January 20, 2023
- Baseline assessment of relevant initiatives, policies, partners, and other relevant elements to inform development of an impactful and transformative IP – End January, 2023
- Program Development Inception Workshop – Late February 2023 (TBD)
- Draft Mesoamerican Forest IP PFD including Annex containing all constituent child project concepts (both regional coordination project and national child projects) for review by GEF – by March 15, 2023
- PFD and Regional Child project Validation Workshop – End of March 2023 (TBD)
- Revised Regional child project concept and PFD with all required annexes sufficient for approval by GEF – April 12, 2023
- Revised Regional child project concept and PFD, responding to any and all requests from GEF for revisions, sufficient for approval by GEF – End of May (TBD)

Requirements

The selected International Consultancy firm or individual will have the following experience and competencies:

1. Extensive experience in the design of large, complex natural resource management projects and programs funded by multilateral funds including GEF
2. Experience applying methodologies and tools for the design of performance and impact monitoring systems of projects and programs
3. Demonstrated technical understanding and expertise across a range of relevant themes and issues including sustainable forest management and conservation, landscape restoration, environmental economics, climate change, natural resource governance, biodiversity conservation, environmental and social safeguards, and gender and youth inclusion
4. Demonstrated ability to engage and partner with high-level stakeholders and representatives from government, civil society, and the private sector at different level
5. Working experience in Latin America, and in particular in Mesoamerica and familiar with national and regional organizations and networks of the Region is an advantage.
6. Excellent writing, communication and systematization skills
7. Fluency in both English and Spanish
8. Demonstrated ability to organize and facilitate large workshops and consultation processes
9. Highly organized, efficient and motivated, with a strong track record of on-time, on-budget delivery under pressure
ANNEX 2: LETTER OF INTEREST

Fill in the information in blue

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 ____________________________________________
ATTACHMENT 3a – SELF-EMPLOYED PROPOSER

DECLARATION in relation to RfP < A crop climate, suitability and economic cost analysis for the project Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis >

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 the 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.

______________________________________________________

<Date and Signature>
DECLARATION in relation to RfP < A crop climate, suitability and economic cost analysis for the project Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis >

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the “Organisation”): _______________________

Registered Address (incl. country): _______________________________________

Year of Registration:__________________________________________________

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 the 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.

Where the Proposal includes Personal Data as defined by the European Union's General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation's staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation is 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. The Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation has not been, is 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.

<Date and Signature of authorised representative of the Proposer>
ATTACHMENT 4: HUMAN RESOURCES QUESTIONNAIRE

Consultant / Company Name

Country of Residency

Required Checks

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are payments linked to deliverables?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the consultant have official invoices?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required documents

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional insurance/medical insurance policy statement, valid during the project’s execution term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil responsibility policy: should include at least coverage for physical injuries and/or death of third persons, and coverage for damages to others’ property</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Consultant understands that, in case of answering NO to any of the previous questions, it is his/her responsibility to assume any legal implication or cost that is derived from it to the detriment of IUCN.

Other Assignments

Name other organizations for which the consultant has previously worked for:

Previous assignments with the IUCN (please indicate the last three):
1. 
2. 
3. 

Are you currently working on a consulting with IUCN? If so, please specify the name of the consultancy, the person responsible for the consultancy and the end date.

For Self-Employed Consultants:

Is the Consultant part of one of IUCN Commissions?

Yes  No
If so, please indicate which of the following Commissions:

_____ World Commission on Protected Areas
_____ International Law Commission
_____ Species Survival Commission
_____ Commission on Ecosystem Management
_____ Commission on Education and Communication
_____ Commission on Environmental, Economic and Social Policy

For Consultant Companies:

Is the Company/Organization an IUCN Member?

Yes _____  No_______

Consultant Signature: ____________________________

Date: ___________________________