IUCN South Africa, SADC TFCA Financing Facility
RfP Reference: IUCN-2024-02-P02979-01

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: tenders.sa@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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 February 2024</td>
<td>Publication of the Request for Proposals</td>
</tr>
<tr>
<td>04 March 2024</td>
<td>Deadline for submission of questions</td>
</tr>
<tr>
<td>08 March 2024</td>
<td>Deadline for submission of proposals to IUCN (“Submission Deadline”)</td>
</tr>
<tr>
<td>12 March 2024</td>
<td>Clarification of proposals</td>
</tr>
<tr>
<td>15 March 2024</td>
<td>Interviews / site visits / presentations</td>
</tr>
<tr>
<td>20 March 2024</td>
<td>Planned date for contract award</td>
</tr>
<tr>
<td>25 March 2024</td>
<td>Expected contract start date</td>
</tr>
</tbody>
</table>

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

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*

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.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Information to provide</th>
<th>Relative weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Proven experience in conducting and facilitating workshops for grant- or donor-funded projects in biodiversity conservation. Experience in the East and Southern Africa region will be an added advantage.</td>
<td>Portfolio of previous work, academic qualifications, accreditation, client recommendations</td>
<td>40</td>
</tr>
<tr>
<td>2 Quality of knowledge products produced</td>
<td>Workshop reports, web articles, brochures</td>
<td>30</td>
</tr>
<tr>
<td>3 Proposed workshop design, methodology and work plan.</td>
<td>Design options or reports of previous workshop with relevant information</td>
<td>30</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
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 EURO currency.

4.5.5. **Breakdown of rates and prices**

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tasks prior to the workshop – programme design and invitations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Plan and host Webinar with grantees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Workshop Facilitation – daily rate</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4 Development of knowledge products – Webinar and workshop Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

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.

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:

| Technical: 70% |
| Financial: 30% |

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.
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 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. 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 in Attachment 3, 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
https://twitter.com/IUCN/

12. ATTACHMENTS

Attachment 1 Specification of Requirements / Terms of Reference
Attachment 2 Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)
Background
The SADC TFCA (Transfrontier Conservation) Financing Facility was established in April 2020. It is a grant-making facility designed to support development of TFCAs in the SADC region. The overall objective of the Facility is to provide the basis for long-term and more sustainable investment in tangible measures that strengthen ecological, economic, cultural and institutional connectivity within SADC TFCAs. The Facility is currently funded mainly by the German Federal Ministry of Economic Cooperation and Development (BMZ), through KfW Development Bank.
IUCN East and Southern Africa Regional Office (ESARO) is the Project Executing Agency responsible for administering TFCA Financing facility grants to SADC TFCAs.

Workshop Objectives
The SADC TFCA Financing Facility is planning to host a workshop to review one of our financing mechanisms – Covid-19 Emergency Response Grants (11 projects). The Covid-19 Emergency Response Grants were made available to SADC Member States – through a closed call for concepts – to address emergencies resulting from the Covid-19 pandemic and measures to mitigate impacts on TFCAs. This grant mechanism aimed to support interventions to sustain operations of Protected Areas and Community Conservancies, tourism operations, and alternative community livelihoods and related health support.

The workshop aims to create a platform for the Facility and key role players/partners to review how we implemented this funding mechanism, identify gaps/challenges, lessons learned, and generate recommendations for improving on possible future grants. The workshop theme will focus on formulating/understanding key enabling conditions/requirements for a rapid response small grant finance mechanism for TFCAs. We identified the following key topics that we would like the participants to engage with:

- Application process - Concept/proposal development (reflections on TFCA FF concept template, funding criteria, timeframe for developing concepts) – How to best improve template; reflections on funding criteria Vs TFCA funding needs;
- Contracting and due diligence – experiences with the contracting process, terms of contract agreement, challenges in meeting the due diligence requirements;
- Project Implementation – challenges with implementing partner capacity, duration of projects (1 year), procurement requirements/challenges;
- M&E and Reporting (Technical and Financial reporting): reflection on TFCA FF Templates; reporting requirements and frequency, requirement for VAT exemption;
• Partnerships between government and NGOs – reflections on experiences, lessons learned, recommendations; and
• Environmental and Social Safeguards – Donor requirements, Implementing Partner capacity to implement and report on safeguards, Experiences in addressing risks related to Law Enforcement.

Workshop Details
Date: To be confirmed, possibly in May/June 2024
Venue: South Africa
Participants: The workshop will be attended by the grantees, partner organisations, SADC Secretariat, SADC TFCA FF Project Steering Committee members, IUCN staff, TFCA focal points, and donor – 35-45 in total at most.

Scope of Work
The SADC TFCA FF seeks to appoint a facilitator to assist the PMU in the following:

Tasks prior to the workshop
Call with the PMU to discuss planned workshop theme, objectives, key discussion points, format, and expected results.
Work with the PMU in finalising programme and workshop invitation.
Consider options for relevant knowledge products that can emanate from the workshop deliberations, i.e. web article, brochure, workshop report, etc.
In preparation for the workshop, plan and facilitate online webinar sessions with identified workshop participants. The number and duration of webinar sessions will be decided based on workshop programme.

Workshop Facilitation
Facilitate the workshop on the day and gather input from participants.

Tasks after the workshop
Submit draft workshop report for review by PMU.
Develop and submit identified knowledge products.
Submit final workshop report.

Required Deliverables of assignment
The facilitator is expected to draft and submit final workshop report.

Requirements for Submission of Proposals
Please send your technical and financial proposals highlighting your relevant experience for this assignment to tenders.sa@iucn.org.
The proposal shall include the following information:
• CV/Company profile
• Sample of your portfolio with previous work done, i.e. workshop report
• Client Recommendations
• Financial Proposal (Daily rate, number of days required, workplan)
DECLARATION in relation to RfP <insert RfP reference>

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, including Personal Data as defined by the European Union’s General Data Protection Regulation (GDPR). 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 reasonably 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 interest 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 OF UNDERTAKING in relation to RfP <insert RfP reference>

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 the end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably 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’s sole discretion, be negatively affected by such conflicts of interest.
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>