



## Extension of Deadline\_ Request for Proposals (RfP) for Africa-Pacific Learning Exchange Event Planning and Facilitation

South Africa Office, BIOPAMA Project  
RfP Reference: IUCN-24-03- P02204-04

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](mailto: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 publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
17 April 2024	Publication of the Request for Proposals (Deadline extension by one week)
18 April 2024	Deadline for submission of questions
19 April 2024	Planned publication of responses to questions
24 April 2024	Deadline for submission of Proposals to IUCN (" <b>Submission Deadline</b> ")
25 April 2024	Clarification of Proposals
26 April 2024	Planned date for contract award
30 April 2024	Expected contract start date

3.2. Please email the IUCN contact to express your interest in submitting a Proposal by the deadline stated above. This will help IUCN to keep you updated regarding the procurement.

### 4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- 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 **Africa-Pacific Learning Exchange Event Planning and Facilitation- IUCN-24-03- P02204-04**. 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. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

Pre-Qualification Criteria	
1	3 relevant references of clients similar to IUCN / similar work
2	Confirm that you have all the necessary legal registrations to perform the work
3	State your annual turnover for each of the past 3 years
4	How many employees does your organisation have who are qualified for this work?
5	Confirm that your organisation has the qualified personnel (s) to undertake this task
6	Contractors from non-EU OECD Member State are not eligible to receive this contract: <b>Australia, Canada, Chile, Israel, Japan, Korea, Mexico, New Zealand, Switzerland, United States of America.</b>

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:

	Criterion	Weighting
1.	<b>Concept and methodology</b>	<b>45</b>
1.1	<i>Clarity and completeness of the tender</i>	5
1.2	<i>Proposed approach and methods, including workplan</i>	40
2.	<b>Qualifications and Experience of proposed consultants</b>	<b>30</b>
2.1	<i>Team leader/portfolio manager</i>	20
2.2	<i>Other key staff to be employed on the project</i>	10
3.	<b>Track record</b>	<b>25</b>
3.1	<i>Quality and relevance of references provided</i>	10
3.2	<i>Proven history of meeting deadlines</i>	5
3.3	<i>Proven experience of work in the Eastern and Southern African region</i>	10
<b>TOTAL</b>		<b>100</b>

#### 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 Proposal.

##### 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 EUR.

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

Financial proposals should contain the total cost of the consultancy and a break-down of the costs per deliverable. Costs reflected should cover all costs for the complete delivery of the ToR.

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be considered 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. *Pre-Qualification Criteria*

Only Proposals that meet all of the pre-qualification criteria will be evaluated.

#### 5.3. *Technical Evaluation*

##### 5.3.1. *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.

##### 5.3.2. *Minimum Quality Thresholds*

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

##### 5.3.3. *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.

#### 5.4. *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 5.3.2) 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  $80/100 = 80\%$

#### 5.5. *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 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 7 below.

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 three or more evaluators in accordance with the evaluation criteria stated 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](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 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](http://www.iucn.org)

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

## 12. ATTACHMENTS

Attachment 1 *Specification of Requirements / Terms of Reference*

**Terms of Reference for a Consultant to Facilitate the BIOPAMA Africa- Pacific Learning Exchange event in Kenya**

### **Objective of the Consultancy**

This consultancy has the following objective(s):

- a. Promote learning and knowledge-sharing on marine and terrestrial PCA management between BIOPAMA supported grantees and relevant stakeholders from the Pacific and ESA regions.

- b. Facilitate networking opportunities among participants to foster future collaborations, partnerships, and knowledge-sharing initiatives aimed at advancing conservation efforts globally.
- c. Explore innovative approaches and successful strategies employed in both regions to effectively manage protected areas, with a focus on sustainability, conservation, and community engagement.
- d. Support the delivery of knowledge products emanating from the exchange

### **Background**

Project Reference: P02204 (BIOPAMA II)

Donor reference: Grant Contract 387-068

### **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.

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### **About the Project**

The Biodiversity and Protected Areas Management (BIOPAMA) Programme contributes to improving the long-term conservation and sustainable use of biodiversity and natural resources in Africa, Caribbean and Pacific regions in protected areas and surrounding communities through the provision of a variety of tools, services, capacity development and funding to support conservation stakeholders. BIOPAMA implements a 21 million Euro grant-making facility named BIOPAMA Action Component – financed by the European Union's 11th European Development Fund.

The funding is addressing priorities for action, supporting activities on the ground for strengthening the management effectiveness and governance of protected and conserved areas. By adopting a landscape approach, these actions also contribute to enhancing the local livelihoods through sustainable use of the natural resources and ecosystem services, as well as increasing the resilience to the impacts of climate change. The implementation of the Action Component is one of the major

deliverables of the BIOPAMA Programme, together with the consolidation of the Regional Observatories for protected areas and biodiversity and their Reference Information Systems (RIS). The BIOPAMA Regional Observatories and the RIS provide valuable information, knowledge and data on the protected and conserved areas in the ACP countries, which have a key role in highlighting where actions on the ground are needed.

As part of the deliverables of BIOPAMA AC, An Africa- Pacific Knowledge sharing event will be organised to (a) Promote learning and knowledge-sharing on marine and terrestrial PCA management between grantees from the Pacific (mostly implementing the Marine Projects) and Grantees in Kenya (mostly implementing the terrestrial projects) (b) Link stakeholders from Africa and Pacific toward the development of IUCN-led Indo-Pacific marine knowledge exchange platform and (c) Produce knowledge and communication products demonstrating the good practices in marine and terrestrial PCA management and lessons learnt from the learning visit.

A series of opportunities will be created to promote sharing and exchanges between participants from both regions. The comprehensive approach to this event involves conducting site visits and engaging in field sessions with relevant stakeholders to gather firsthand insights into the dynamics of both marine and terrestrial ecosystems management. A harvesting work at the end will serve as a platform for synthesizing the accumulated knowledge and reviewing the results obtained throughout the learning event. It is vital to take advantage of the knowledge acquired to inspire others; therefore, knowledge products will also be developed and disseminated accordingly.

### **Description of the Assignment**

The consultant will carry out the following key activities:

#### **Before the event:**

1. Facilitate planning and preparatory meetings with the IUCN teams to clarify the definition of the objectives and results to be achieved in the process (including identification of key communication and knowledge products to be developed)
2. Design an appropriate process for the exchange based on the Objectives using a selection of methodologies to promote dialogue, networking and learning
3. Elaborate the final version of the process concept note and the Programme for the learning visit and agree on process with IUCN teams
4. Support the BIOPAMA teams in selecting the participants to participate in the process
5. Guide the BIOPAMA teams on preparatory activities with the participants (invitations, ToR for the field activities and workshop, materials to collect and organise, previous exercises, etc.)
6. Develop the learning exchange guidance note and agenda ready for dissemination.

#### **During the event:**

7. Facilitate the learning exchange sessions according to the agreed objectives and process design (i.e. facilitation of group sessions in the field and in the venue, moderation of debriefs/ feedback and facilitation of the end workshop and results review etc.)
8. Support participants to develop agreed communications and knowledge products through relevant process facilitation
9. Promote the capitalisation of experiences and lessons, communication, and visibility for the learning exchange visit
10. Support the evaluation of the learning exchange event by the participants.

#### **Activities after the event:**

11. Design the first draft report and support the BIOPAMA and Coastal and Oceans Resilience (COR) team on the production of the final report.



12. Support the BIOPAMA and COR team to communicate about the event (social media posts, newsletter and website article, photo album); - Communication targeting each audience (Ex. EU/INPA, Grants, IUCN, Regional Partners)
13. Support BIOPAMA regional coordinators to develop knowledge products as per the concept note (case studies, training materials, publications) and effectively document the end results and way forward.

Throughout the consultancy period, the consultant will elaborate and produce a promotional video for BIOPAMA AC dubbed, “Sustainable Conservation Initiatives for Marine and Terrestrial Ecosystems: A Case Study of the Pacific and ESA Regions.”

### Duration of the Assignment

From April 30, 2024 to August 31, 2024.

### Deliverables and Activities

The consultant will provide the following deliverables and carry out the following activities:

Deliverable/Activity	Description	Deadline
<b>Deliverable 1</b>	A detailed concept note and work plan delivered for the learning exchange event	07 May, 2024
<i>Activity 1.1</i>	- <i>Preparatory meetings with the coordination team to agree on objectives and outputs of the exchange</i>	Apr 30 – May 03 2024
<b>Deliverable 2</b>	Detailed workshop Agenda developed, roles and responsibilities defined, participatory facilitation methods detailed, and Participants’ list developed	May 20, 2024
<i>Activity 2.1</i>	- <i>Design process for exchange based on agreed objectives</i>	May 01 – May 20, 2024
<i>Activity 2.2</i>	- <i>Firm up the agenda, identify participants and discuss on other preparatory activities</i>	May 01 – May 20, 2024
<b>Deliverable 3</b>	Design and facilitation of the preparatory call for the participants (1 meeting)	29 May 2024
<b>Deliverable 4</b>	Facilitation of the Learning Exchange event	Jun 15 – Jun 21, 2024
<i>Activity 4.1</i>	- <i>Travel to Kenya to prepare to facilitate exchange (liaise with BIOPAMA logistics team)</i>	
<i>Activity 4.2</i>	- <i>Facilitation of field sessions with relevant stakeholders; Facilitation of group sessions; Moderation of debriefs/ feedback; Facilitation of the end work session and results review</i>	
<i>Activity 4.3</i>	- <i>Ensure all relevant outputs are achieved, including</i>	21 June 2024

	<i>communications and knowledge products</i>	
<b>Deliverable 5</b>	Draft Workshop Report Developed	July 15, 2024
<b>Deliverable 6</b>	Elaboration of the Knowledge Products, documentation of end results and preparational of the promotional video	August 15, 2024

**Payment Schedule**

The Timetable below summarizes the chronological order of deliverables and indicates milestones at which IUCN will pay the Consultant.

<b>Deliverable</b>	<b>Milestone payment</b>
May 25, 2024 (Deliverable 1 & 2)	30%
June 30, 2024 (Deliverable 3 & 4)	50%
August 30, 2024 (Deliverable 5 & 6)	20%

**Skills and Experience**

The consultant must have the following skills, education and experience as a minimum:

- Degree or equivalent in Communications, Knowledge Management or related fields is required.
- Minimum of 5 year’s post-qualification experience in facilitating workshops, knowledge sharing events preferably in the conservation or similar sector required.
- Proven ability to support the development of high-quality knowledge products, workshop reports and to synthesise the lessons and for further dissemination.
- Experience in designing and facilitating multi-stakeholder events for IUCN or other international organisations at a regional or international level required.
- Strong background knowledge on BIOPAMA and IUCN work on Biodiversity and Marine sectors is an added advantage.
- Strong communication, facilitation and coordination skills required.
- Excellent command of English language is required. Fluency in French and Portuguese is desirable.
- Demonstrated ability to establish priorities and to plan, organize the work elements in a complex and dynamic environment.

**Supervision and coordination**

The consultant will report to and work under the supervision the BIOPAMA Regional Coordinator - ESARO.

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

**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 then 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 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>  
< Name and position of authorised representative of the Proposer >

**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 then 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 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>

Attachment 3 *Contract Template*