



Request for Proposals (RfP) PCA Knowledge Kit 2026

IUCN Asia Regional Office, Protected, Conserved, and Heritage Areas
RfP Reference: IUCN-26-05- P03771-01

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal.

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. Please address your proposal and all correspondence and questions to the IUCN Contact:

IUCN Contact: Mr. Nattanpong Kasemsanta, Administration Associate, Science and Strategy Group, IUCN Asia Re. Email: nattanpong.kasemsanta@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.
- Deadline for submission of Proposals to IUCN ("Submission Deadline"): 15 May 2026
 - Planned date for contract award: 20 May 2026
 - Expected contract start date: 1 June 2026
 - Duration of the consultancy: Up to 6 weeks from contract signing (Final Delivery Deadline: 31 July 2026)

4. COMPLETING AND SUBMITTING A PROPOSAL

- 4.1. Your Proposal must consist of the following:
- Signed Declaration of Undertaking (see Attachment 2)
 - Technical Proposal:
The Technical Proposal must address each of the criteria stated below,
 - Method statement explaining how you will address the Terms of Reference in Attachment 1;
 - Your up-to-date CV;
 - Details of your experience in providing a similar service;
 - Financial proposal
Financial proposal including your daily/hourly rates and a total lump-sum price. Proposal rates and prices shall be exclusive of Value Added Tax and must be in USD.

Proposals must be prepared in English.

5. CONFIDENTIALITY AND DATA PROTECTION

- 5.1. 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 and make this available to internal and external auditors and donors as and when requested.
- 5.2. 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 4.1. Without these permissions, IUCN will not be able to consider your proposal.

6. 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/>

7. 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)*

Attachment 3 *Contract Template*