



Request for Proposals (RfP)
Consultancy Services for Development of Course Curriculum for
Protected Area Management Effectiveness Facilitators/Trainers

- 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.

C. FINANCIAL PROPOSAL:

Signed by the Proposer, indicating the value of professional services (in *US 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

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 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.

information a Proposer submits to IUCN as part of this procurement will be treated as confidential and shared only as requi()-254(F2 11.04 Tf1 0 0 1 226.713(g)-8()-4(an)3(o))-80(a)

About the Project

The Biodiversity and Protected Areas Management (BIOPAMA) [Programme](#) is an initiative of the th European

(B4Life) which supports efforts to halt loss of biodiversity and ecosystem services. BIOPAMA is jointly implemented by the International Union for Conservation of Nature and Natural Resources (IUCN) and the Joint Research Centre of the European Commission (JRC). The Biodiversity and Rights Unit within the IUCN Regional Office for Mexico, Central America and the Caribbean (IUCN-ORMACC) is responsible for implementing BIOPAMA II in the Caribbean.

The BIOPAMA Programme has been supporting the implementation of protected area management effectiveness (PAME) within the Caribbean since 2018 through regional and national workshops to build awareness and facilitating to date twelve PAME assessments across five (5) Caribbean countries using the Management Effectiveness Tracking Tool (METT). The aim is for countries to have access to support to continuously monitor and evaluate effective management of their protected and conserved spaces. As such, this consultancy is seeking a qualified professional to support the development of a training programme to build the capacity of individuals within the countries to support facilitation and application of PAME implementation.

2. OBJECTIVES OF THE CONSULTANCY

2.1. General: To

2- Course content with PowerPoint presentations and videos	12 weeks after contract is signed	50%
3- Course delivery schedule	At the close of the contract	30%

-
-

ANNEX 2: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

ATTACHMENT 3a

ATTACHMENT 3b - For Consulting Companies

DECLARATION in relation to RfP <name of the Consultancy Service>

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

Registered Name of

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 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.

- 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