

1.3. The procurement process

The following key dates apply to this RfP:

RfP Issue Date	9th September 2022
RfP Closing Date and Time	26 th December 2022 18:00 CET
Estimated Contract Award Date	15 th January 2023

1.4. Conditions

IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing this RfP. IUCN is under no obligation to accept the lowest priced Proposal or any Proposal. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

IUCN requires Proposers to refrain from corrupt and fraudulent/prohibited practices in participating in this RfP. Proposers shall not engage in any corrupt or fraudulent practices, including but not limited to, offering or accepting bribes, kickbacks, or other improper payments to influence the procurement process.

Proposers shall permit IUCN to inspect all accounts, records and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by IUCN.

1.5. Queries and questions during the RfP period

Proposers are to direct any queries and questions regarding the RfP to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP.

Proposers may submit their queries no later than 22nd of December 2022 at 16:00 CET.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. Amendments to RfP documents

IUCN may amend the RfP documents by issuing notices to that effect to all Proposers and may extend the RfP

1.10. *Validity of Proposals*

Proposals submitted in response to this RfP are to remain valid for a period of 90 calendar days from the RfP closing date.

1.11. *Evaluation of Proposals*

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.

The consultant(s) will develop this work following the methodology established in the following reference (and references within):

IUCN (2021). Manual for the creation of blue carbon projects in Europe and the Mediterranean. Otero, M. (Ed.), 144pages.

2.3. Methodology

The consultant will propose and discuss with IUCN Med a specific methodology for the development of each phase of the work, based on the key deliverables presented below and overall goal of the consultancy.

The work should include consultations with IUCN-Med staff and, if needed and agreed by IUCN-Med, with external stakeholders.

2.4. Key Deliverables

1. **Detailed methodology and work plan** (including timeline) to be signed off by IUCN-Med, stipulating all activities and deliverables, considering sufficient time for review on behalf of IUCN-Med. This should include the following elements:
 - a) Identifying the area scope (boundaries) and preliminary sampling plan
 - b) Carbon pools (and GHG) to be measured
 - c) Sampling plots characteristics
 - d) Methodology for laboratory and field sampling
 - e) Timeline for the implementation of work
2. **Report of the research study** conducted including the elements indicated below (a-d), a detailed summary in the form of a report with conclusions and all other relevant information as stipulated by IUCN-Med. This will include:
 - a) Site description of the area, conservation status and information related to the threats to seagrass habitats
 - b) Description of the methodology for laboratory and field sampling use to estimate the carbon stocks and fluxes as well any other GHG
 - c) Results of the work conducted in table, word and mapping (GIS and jpg) format following the agreed structured with IUCN-Med. These will include estimations on sediment organic carbon stocks and fluxes, dry bulk density, sediment accretion rate, relevant correction factors.
 - d) Conclusions and recommendations from the results obtained during this consultancy.
3. **Powerpoint presentation** summarizing the work completed, including methodology, main results, conclusions. It is expected this work will be presented in a meeting.

All final decisions concerning the successful delivery and quality of deliverables will be made by IUCN Centre for Mediterranean Cooperation (IUCN-Med). The consultant shall schedule time in the workplan for reviewing drafts and implementing feedback based on discussions with IUCN-Med.

2.5. Supervision and Collaboration

The consultant will work under the supervision of the Programme Manager at IUCN Centre for Mediterranean Cooperation (IUCN-Med). IUCN Med will have the final decision concerning successful delivery and quality of all deliverables. The outline of all deliverables should be agreed with IUCN-Med team ahead of the work. Consultants should build time for discussion before starting each deliverable and for review and sign-off feedback of the different deliverables.

IUCN-Med will provide contact or access to relevant contacts to carry out the assignment.

2.6. Timeline

A time span of approximately 5 months should be considered for this consultancy starting in January 2023 and ending in May 2023. Here follows the list of the deliverables and tentative deadlines:

Del. Nr.	Deliverable	Indicative Deadlines
1	Detailed methodology and work plan	15 days after signature
2	Report of the research study	End of May 2023
3	Power point presentation	End of May 2023

2.7. Profile of the consultants

IUCN is seeking a consultant or team of consultants specialized in carbon sinks and blue carbon. Considering the wide scope of the work area and the short timeframes, it is expected that individual consultants will team up with other experts to ensure the team has:

- In-depth knowledge of the work area topics in the Kerkennah islands;

Consultants are expected to work closely with the IUCN-Med, and be flexible to adapt to changes.

PART 3 – THE EVALUATION MODEL

Proposals will be able to demonstrate specific experience and expertise in ALL topics targeted by the Terms of Reference. The evaluation will be based on the following criteria (in brackets the weight of each component):

Section 1 – Declaration (<i>Section 4.1 in this RfP</i>)		Weight
Q.1	The proponent submitted a signed version of the declaration in due time and conditions	y/n
Section 2 - Technical requirements (<i>Section 4.2 in this RfP</i>)		
Q.2.1	Expertise and Experience of the candidates - <i>based on the CVs, examples of work and technical proposal</i>	35%
Q.2.2	Approach, Methodology and Workplan - <i>based on the technical proposal</i>	55%
Section 3 - Financial requirements (<i>Section 4.3 in this RfP</i>)		
Q.3.1	Financial Offer - <i>based on the Financial Proposal</i>	10%

For the technical evaluation, the following scoring system will be used:

1 2 3 4 5

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Response to be considered further.

14. POLICY ON THE PROTECTION FROM SEXUAL EXPLOITATION, SEXUAL ABUSE, AND SEXUAL HARASSMENT (SEAH POLICY)

The Consultant will comply with the principles and standards of protection equivalent to those stipulated in the SEAH Policy available at https://www.iucn.org/sites/dev/files/seah_revised_version_2020apr27.pdf

15. PROCESSING OF PERSONAL DATA

15.1 Personal Data is any information relating to an identified or identifiable individual, unless otherwise defined under applicable law. The Parties commit themselves to respect applicable data protection laws and regulations and process Personal Data in accordance with the terms of this Agreement.

15.2 IUCN may share Personal Data of the Consultant with the Donor and other IUCN partners strictly involved in the implementation of the Project. The Consultant will have the right of access its Personal Data and the right to rectify any such Personal Data held by IUCN. If the Consultant has any queries concerning the processing of Personal Data, it shall address them to IUCN using the online form located at (<https://portals.iucn.org/dataprotection/requestform>).

15.3 IUCN may in the course of performance of this Agreement provide the Consultant with Personal Data. The Consultant shall limit access and use of P

iii. has engaged in illegal acts, including, without limitation fraudulent or corrupt actions as defined in Code of Conduct and Professional Ethics for the Secretariat and IUCN's Anti-fraud Policy (hereafter referred to as a ~~Code of Conduct~~).

16.1.2 If it is determined that the Consultant has committed Fraud in competing for or in the performance of this Agreement, all expenditures incurred under this Agreement shall be undue and the Consultant shall promptly reimburse IUCN for all expenditures incurred in the performance of this Agreement.

16.2 Termination for lack of Donor funds

IUCN shall have the right to terminate this Agreement with immediate effect and without any liability for damages to the Consultant in case the agreement between IUCN and the Donor is terminated and/or the Remuneration funds become unavailable to IUCN.

16.3 Termination for force majeure

16.3.1 The performance of this Agreement by either Party is subject to acts of God, war, government disorders, curtailment of transportation facilities, or other emergencies making it illegal or impossible for either Party to perform its obligations under this Agreement. In the event of such an event, the Party affected shall promptly notify the other Party.

17.2 Any dispute arising out of or in relation with this Agreement that cannot be resolved amicably by the Parties or by way of mediation shall be submitted to the competent courts of Lausanne, Switzerland.

18. GENERAL PROVISIONS

18.1 This Agreement is the complete understanding between IUCN and the Consultant and replaces all other agreements and understandings in reference to the subject matter of this Agreement.

18.2 Any modification or amendment of this Agreement shall be in writing and shall become effective if and when signed by both Parties.

18.3 This Consultancy Agreement is non-[^]••••• field of specialization.

18.4 This Agreement is personal to IUCN and the Consultant, and neither Party may sell, assign or transfer any duties, rights or interests created under this Agreement without the prior written consent of the other.

18.5 Either Party waives all and any rights of set-off against any payments due hereunder and agrees to pay all sums due hereunder regardless of any set-off or cross claim.

18.6 All provisions that logically ought to survive termination of this Agreement shall survive.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement. The Parties agree that the signed counterparts may be delivered by e-mail in a ".pdf" format data file or electronic signature (e.g., DocuSign or similar electronic signature technology) and thereafter maintained in electronic form, and that in this case such signature shall create a valid and binding obligation of the party executing with the same force and effect as if such ".pdf" or electronic signature page were an original thereof.

Signed on behalf of:

IUCN, International Union for Conservation of Nature and Natural Resources

[full name of OTHER PARTY]

Date: _____

Date: _____

[Name of representative]

[Name of representative]

[Position of representative]

[Position of representative]

ANNEXES

[please list all annexes named in the

PART 6 – DEFINITIONS

For the purposes of this Request for Proposal (RfP) the following definitions apply:

Contract	Means any contract or other legal commitment that results from this Request for Proposals.
Contractor	Means the entity that forms a Contract with IUCN for provision of the Requirement.
Instructions	Means the instructions and conditions set out in Part 1 of this Request for Proposals.
IUCN	Means IUCN, International Union for Conservation of Nature and Natural Resources.
IUCN Contact	Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.
Proposal	Means a written offer submitted in response to this Request for Proposals.
Proposer	Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.
Requirement	Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.
RfP	Request for Proposals