



Request for Proposals (RfP) NbS Fundraising Consultancy in Bosnia and Herzegovina and Montenegro

IUCN ECARO, ADAPT: Nature -bas Tf 234.53 Tf 192 TJ ET Q q 0 0 595.32 842.04 re W* n BT /TT4

other than the following contact. You must address all correspondence and questions to the contact, including your Proposal.

IUCN Contact:
 Milica Radanovic
 Nature-based Solutions Junior Project Officer
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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
24 July 2023	Publication of the Request for Proposals
31 July 2023	Deadline for expressions of interest
31 July 2023	Deadline for submission of questions
7 August 2023	Planned publication of responses to questions
Extension 28 August 2023	Deadline for submission of Proposal V W R , 8S Submission Deadline
8 September 2023	Clarification of Proposals
11 September 2023	Planned date for contract award
22 September 2023	Expected contract start date

3.2. Please email the IUCN contact to

		<p>At least three relevant examples demonstrating the H [S H U W] V r i e n c e H within the Western Balkans, with focus on Bosnia and Herzegovina and Montenegro</p> <p>List of similar projects conducted in the Western Balkans within the last 5 years</p> <p>Contact details of 3 referees, familiar with W K H S U R S experience</p>	
TOTAL			100%

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 (including 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 inclusive of Value Added Tax.

You shall be liable to pay any and all fees, taxes, charges and levies (including, but not limited to, VAT)

4.5.4. Currency of proposed rates and prices

All rates and prices submitted by Proposers shall be in Euro.

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.

5.3.2. Minimum Quality Thresholds

Proposals must meet the minimum quality thresholds for each technical evaluation criterion.

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 a 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 will receive a Total Score calculated by adding your Technical Score and your financial score.

The relative weights will be:

- Technical: 85%
- Financial: 15%



