

2. REQUIREMENTS

2.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference)

3. CONTACT DETAILS

3.1. During the course of this RfP, from its publication to the award of a contract, you may not contact or 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: **Procurement Officer** E-mail: procurement.Ormacc@iucn.org

4. PROCUREMENT TIMETABLE

4.1. 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, that will be informed.

DATE	ACTIVITY
08/08/2023	Publication of the Request for Proposals
20/08/2023	Deadline for submission of questions
24/08/2023	Deadline for submission of proposals to IUCN (" Submission Deadline ")
29/08/2023	Clarification and evaluation of proposals
05/09/2023	Planned date for contract award
15/09/2023	Expected contract start date

4.2. Send an email to the IUCN contact to register an email address to receive notifications or clarifications of this bidding process, bidders in turn will be able to confirm if they intend to submit a Proposal before the deadline indicated above.

4.3. IUCN reserves the right to issue responses to any question to all Bidders, unless the Bidder making the inquiry expressly requests, at the time of inquiry, that it be kept confidential. If IUCN considers the content of the question and/or the answer to be non-confidential, it will inform the Bidder, who will have the opportunity to withdraw the question.

4.4. At any time before the deadline for submitting Proposals, IUCN may amend the RFP and will send all Bidders who have notified their interest or, failing that, registered an email to receive notifications, and it will be disclosed in the media used. For this end.

4.5. If the amendment is substantial, IUCN may extend the deadline for submission of Proposals in order to allow Bidders a reasonable time to take the amendment into consideration in their proposals.

5. PRESENTATION OF THE PROPOSALS

5.1. The Bidder interested in submitting a Proposal must submit the following documents, in the order listed, placing:

A. ADMINISTRATIVE REQUIREMENTS

- a. Copy of identification document or passport (in case of being a foreigner)
- b. Copy of legal invoice for fees collection.
- c. Copy of resume
- d. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- 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. Human Resources Questionnaire filled and signed (Annex 4)

B. TECHNICAL PROPOSAL:

- i. The technical proposal must address each of the criteria listed below explicitly and separately, citing the reference number of the relevant criterion (Description column).

Description	
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- iii. When resumes (CVs) are requested, these should be from the people who will perform the specified job. Persons submitted as part of the Proposal may only be replaced with the approval of IUCN.
- iv. In the event that a company or group of consultants applies, in addition to the above information, the following must be specified:
 - Responsible for consulting
 - Composition of the consulting team, specialty of each member.
 - Role and responsibility in the activities/products of each member in accordance with the TOR

C. FINANCIAL PROPOSAL:

Signed by the Proposer, indicating the value of professional services (in USD) 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

vii. Breakdown of the Financial Proposal.

For information purposes, it is recommended that the details of the financial proposal be broken down as follows:

	Description	Quantity	Unit price*	Total price*
1				
2				
3				

**USD currency*

5.2. Additional information not requested by IUCN should not be included in the proposal and will not be subject to evaluation.

6. SENDING

6.1. The Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – Proposer name]. The Proposer name is the name of the

15. CONTRACT

15.1. The contract will be based on IUCN's template which terms of which are not negotiable.

16. ANNEXES

Annex 1 *Specification of Requirements / Terms of Reference*

Annex 2 *Letter of Interest*

Annex 3 *Declaration of Undertaking (select 2a for companies or 2b for self-employed)*

**ATTACHMENT 1
TERMS OF REFERENCE**

**The Regional Office for Mexico, Central America and the Caribbean of the
International Union for the Conservation of Nature**

(IUCN-ORMACC)

REQUIRES

**PROFESSIONAL CONSULTANCY SERVICES
FOR**

“Consultancy Services for assessing the threats and
degradation level of Mesoamerica Critical Forest Biome in El Salvador, Guatemala, Honduras,
México.”

Type of Contract:	Professional Consultancy Services
Period:	6 months
Availability:	September 2023
Person Responsible for Supervision:	Tony Nello, Thematic expert; Josh Schneck, GEF GCF Portfolio Manager for Global Programs

1. BACKGROUND AND JUSTIFICATION

Overview

Programming for the eighth funding cycle of the Global Environmental Facility (GEF-8)¹ includes resources and programming for a so-called *Amazon, Congo, and Critical Forest Biomes Integrated Program* that seeks “con“con


3. EXPECTED DELIVERABLES

No.	Deliverable	Description
1	Terms of reference and questionnaire for the consultations to be developed in El Salvador, Guatemala, Honduras, and Mexico to assess the threats to critical forest biome	Terms of reference shall include detailed agenda and timeline for the interviews and consultations to be implemented to assess threats and corresponding degradation levels of tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in El Salvador, Guatemala, Honduras and Mexico. This product includes a list of key persons to be interviewed/consulted in each country including recommendation from countries focal points and a powerpoint presentation detailing the processes for each country. This product is required in Spanish only.
2	Assessments of threats and degradation of tropical/subtropical lowland/montane rainforests in Honduras and El Salvador.	Spatial analysis, assessment, and prioritization of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in Honduras and El Salvador respectively. This analysis should generate at least i) a description, ii) a distribution and trend map, and iii) a risk analysis. The description shall include biological factors, and abiotic features, as well as threats (using the IUCN Threat Classification Scheme and scoring system - Bland et al. 2016). This product is required in Spanish only.
3	Assessments of threats and degradation of tropical/subtropical lowland/montane rainforests in Guatemala and Mexico.	Spatial analysis, assessment, and prioritization of threats to tropical/subtropical lowland rainforests and tropical/subtropical montane rainforests in Guatemala and Mexico respectively. This analysis should generate at least i) a description, ii) a distribution and trend map, and iii) a risk analysis. The description shall include biological factors, and abiotic features, as well as threats (using the IUCN Threat Classification Scheme and scoring system - Bland et al. 2016). This product is required in Spanish only.
4	Synthesis report of the regional assessment of threats and degradation levels of tropical/subtropical lowland/montane rainforests in the six countries participating in GEF-8 Forest IP.	The synthesis report shall summarize the main findings of the national assessment of threats and degradation level of tropical/subtropical lowland/montane rainforests in El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama, and include a regional map of distribution of all ecosystem types assessed and proposed units of assessment. In addition, this report shall include a feasibility analysis of applying the IUCN Red List of Ecosystems as part of the GEF-8 Mesoamerica Forest IP implementation, considering information gaps and costs detected in the six participating countries. This report shall be available in both English and Spanish.

4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

subsequent assessment of

<p>Guatemala, and subsequent assessment of degradation levels.</p>	<p>montane rainforests while in Mexico the analysis may include tropical/subtropical lowland rainforests only.</p>	
<p>Outline the assessments of forest ecosystem degradation including all countries participating in the Mesoamerica Forest IP (including Panama and Nicaragua) and develop a feasibility analysis for applying the Red List of Ecosystem as part of the Mesoamerica Forest IP.</p>	<ul style="list-style-type: none"> • As a final step, under IUCN guidance, an analysis will be made of the available spatial information and assess its usefulness for LRE development at the national level (i.e. in the specific ecosystem where the project site is located), including associated gaps and costs. This will require an inventory of the information available for the application of each of the LRE criteria. From this, information gaps and information needs will be identified, as well as potential technical solutions to develop the criteria (e.g., spatial models). Based on this information, estimate the total cost of developing the LRE. • Summarize the main findings of the national assessments of threats and degradation levels of tropical/subtropical lowland/montane rainforests in El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama⁷, in a narrative report. • Elaborate a regional map of distribution of all ecosystem types assessed, 	

3- Assessments of threats and degradation of tropical/subtropical lowland/montane rainforests in Guatemala and Mexico.	Twenty four (24) weeks after the signing of the contract by both parties	25%
4 - Synthesis report of the regional assessment of threats and degradation levels of tropical/subtropical lowland/montane rainforests in the six countries participating in GEF-8 Forest IP.	Twenty four (24) weeks after the signing of the contract by both parties	30%

- Disbursements will depend on the availability of funds from the donor.
- The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

6. TECHNICAL PROFILE

For the development of this consultancy, the following profile is required:

- Knowledge of environmental issues and complexities as they relate to Mesoamerica and target landscapes.
- Knowledge of social and livelihood systems in Mesoamerica and target landscapes
- Understanding of the natural resources management policy environment
- Experience in conducting community and stakeholder consultations
- Master Degree in environmental science, forestry, ecology or similar.
- 10 Years of experience in ecosystem assessment (i.e. Red list of Ecosystems or similar), forest management and conservation planning, preferably in most countries of interest.
- 10 years of working experience in GIS applied to AFOLU in Mesoamerica
- Languages: Spanish is required, English is preferable.

7. PERIOD AND COORDINATION

The period of the consultancy will be 6 months.

Form of work (with Unit/Project): in order to achieve the products, all activities will be closely coordinated under the direction of the IUCN GEF/GCF Portfolio Manager for Global Programs and senior staff in IUCN regional and country offices in Mesoamerica.

ANNEX 2: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date _____.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature _____

Full name of the proposer or legal representative _____

ATTACHMENT 3a SELF-EMPLOYED PROPOSER

DECLARATION in relation to RfP < Consultancy Service >

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. 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 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

ATTACHMENT 3b - For Consulting Companies

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

I, the undersigned,