

IUCN will evaluate Technical Proposals with regards to each of the following criteria and their relative importance:

	Description	Information to provide	Relative weight
1	Quality of technical approach	Explain how you will implement and meet the deliverables and objectives specified in the ToR.	30%
2	Expert specialisation & work experience	CV and relevant qualification(s)	25%
3	Demonstrated experience and expertise in similar assignments	Portfolios, reports, websites	30%
4	Work plan	Detailed work plan	15%
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 (except 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 exclusive of Value Added Tax.

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in [currency].

4.5.5. *Breakdown of rates and prices*

For information only, the price needs to be broken down as follows:

	Description	Quantity	Unit Price	Total Price
1				

2	Draft outlines, workshop materials and reports (Activity 7.2)	1		
3	Questionnaire for lessons learnt interviews and report (Activity 7.5)	2		
4	Revised Framework and Guidelines for the Development of Management Plans for Protected Areas and Conserved Areas and therein draft management plans template(s) for protected and conserved areas and associated process that will ensure alignment with the Green List standard. (Activity 7.1)	1		
5	Revised Management Plans for the five (5) and two (2) OECMs sites being assessed, including all relevant appendices. (Activity 7.3)	7		

Proposals that receive a score of '0' for any of the criteria will not be considered further.

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's overall 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's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical:	70%
Financial:	30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$.

The top 3-proposals, after preliminary technical and financial evaluation, will be invited to an interview. The interview will only confirm and check statements made in the technical proposal, which may lead to re-scoring of the technical and financial evaluation if applicable.

Subject to the requirements in Sections 4 and 7, IUCN will award the contra 0 0 9

- 6.4. IUCN will contact the bidder with the highest-scoring Proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect

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 organizations 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

Attachment 1

TERMS OF REFERENCE: CONSULTANCY TO PROVIDE TECHNICAL SUPPORT TO THE SITE ASSESSMENTS OF THE GREEN LIST PROCESS IN NAMIBIA

1. OVERVIEW

The International Union for Conservation of Nature (IUCN) helps the world find pragmatic solutions to the most pressing environmental and development challenges. The institution's work focuses on

2.1.5. Collect, collate and write up all lessons learnt through the implementation of this consultancy.

2.2. The selection and contract award procedure is governed by the IUCN Policy on Procurement

policy influencing. The first phases of the project in Namibia were concentrated in the North-East Region with pioneer sites being: *Bwabwata, Khaudum, Mudumu, Nkasa Rupara (formerly Mamili) and Mangetti National Parks* within the Kavango-Zambezi Transfrontier Conservation Area (KAZA TFCA).

3.4. Proposed Milestones for *Phase 2 extension* (April 2023 - March 2024) - 'Consolidation', are that:

- At least ten (10) PCAs in Zambia and Namibia have finalized their self-assessments, developed a site roadmap for improvements, and have taken concrete steps to improve the quality of their management and governance on the way to meeting the Green List Standard, including for example capacity development and training, improved management planning and monitoring, or improved biodiversity monitoring, ultimately improving their site assessment index score;
- At least two (2) sites in Namibia and in Zambia have been committed and engaged, and identified and assessed as 'other effective area-based conservation measures' (OECMs), and have used the Green List assessment tool to analyze the strength of management, governance, planning and conservation outcomes, towards meeting the Green List Standard;
- Using the governance guidance developed in Phase 2, assess and strengthen equity and rights of the Candidate sites;
- The two (2) African cooperation countries integrate the IUCN Green List quality standards into their national PCA systems and planning and expenditure frameworks, and continue to the regional dissemination of experience;
- The revision of the Green List standard and the updating of the Green List User Manual at the global level will incorporate the lessons learned in the two (2) cooperation

are due for review in 2025/2026. During the review of the park management plans, lessons learnt and new issues arising will be incorporated into the updated versions as part of adaptive management.

4.2. Secondly, the existing Framework and Guidelines for the Development of Park Management Plans was developed in 2018 and provides guidelines and a format for how park management plans should be prepared and operationalized by the MEFT. This framework in accordance with the proposed Wildlife and Protected Areas Bill has prescribed components a park management plan should contain including the process of preparing and approving park management plans. Besides the arrangement or chapters of the park management plans: (i) Foreword; (ii) Preface; (iii) Abbreviations and Acronyms; (iv) Definitions; (v) Table of Contents as follows: (1) Overview of the park; (2) Purpose; (3) Park Management Objectives; (4) Zonation; (5) Landscape connectivity; (6) Management of Natural Resources and special sites; (7) Adaptive management; (8) Regional Conservation, park neighbours and resident relations; (9) Prospecting and Mining; (10) Tourism development and management; (11) Infrastructure; (12) Administration and management; and (13) Operational and Annual Work Plans etc.

4.3. Thirdly, the framework considers several policies, legislation and guidelines, *amongst others*,

4.3.1. Legislation:

- Nature Conservation Ordinance (Ordinance 4 of 1975)
- Nature Conservation Amendment Act (Act 5 of 1996)
- Nature Conservation Amendment Act (Act 3 of 2017)
- Controlled Wildlife Products and Trade Act (Act 9 of 2008)
- Controlled Wildlife Products and Trade Amendment Act (Act 6 of 2017)
- Environmental Management Act (Act 7 of 2007)
- Inland Fisheries Resources Act (Act 1 of 2003)
- Regulations made in terms of Nature Conservation Ordinance 4 of 1975
- Environmental Impact Assessment Regulations: Environmental Management Act
- List of activities that may not be undertaken without Environmental Clearance Certificate: Environmental Management Act
- Ministry of Environment and Tourism, 2019. Draft Wildlife and Protected Areas Management Bill
- Treaty between the Government of the Republic of Angola, the Government of the Republic of Botswana, the Government of the Republic of Namibia, the Government of the Republic of Zambia, and the Government of the Republic of Zimbabwe on the Establishment of the Kavango Zambezi Transfrontier Conservation Area

4.3.2. Policies and Guidelines:

- National Guidelines for the Zoning of Protected Areas in Namibia (2019)
- National Guidelines for Monitoring for Management of Protected Areas in Namibia (2021)
- Namibian Integrated Management Plan for KAZA TFCA (2015-2020)
- KAZA Master Integrated Development Plan
- Fire Management Strategy for Namibia's Protected Areas (2016)
- National Policy on Protected Area's Neighbours and Resident Communities (2013)
- National Policy on Tourism for Namibia (2008)
- National Policy on Tourism and Wildlife Concession on State Land (2007) and other guidelines on tourism development in the North-East Parks

- National Policy on Community Based Natural Resource Management (2013)
- National Solid Waste Management Strategy (2017)
- Revised National Policy on Human Wildlife Conflict Management (2018)
- National Policy on Prospecting and Mining in Protected Areas (2018)
- Master Maintenance Plan – A Strategy to sustain the Ministry’s Infrastructure (2018)
- Land Use and Development Plan for the Managed Resource Use Zone of the Bwabwata National Park (2020/2021-2029/2030)
- Wildlife Corridors of the Zambezi Region: “ A Strategy for their maintenance, conservation, socio-economic development and Human Wildlife Conflict Management (2021)
- National Elephant Conservation and Management Plan (2021/2022-2030/2031)
- Mudumu National Park Biodiversity Monitoring Framework and Training Manual
- Others

4.4. Further, all the five updated management plans are to be based on the recently reviewed and updated framework and guidelines for development of park management plans. These provide guidelines and format for how park management plans should be prepared. To capture lessons, challenges, best practices and implementation gaps, there is a need to undertake a rapid end of plan evaluation.

4.5. Nevertheless, at the heart of the IUCN Green List Standard are its four (4) components, seventeen (17) criteria and fifty (50) indicators that attempts to ensure that ‘Green List’ sites *(i) demonstrate equitable and effective governance recognizing rights-holders and*

- 5.2. The project-executing agency for the IUCN Green List Trilateral Cooperation Project in Namibia is the MEFT of the Republic of Namibia through the Directorate of Wildlife and National Parks (DWNP).
- 5.3. The MEFT recruited a National Coordinator and Site Mentor who is supported by IUCN ESARO.
- 5.4. The Consultant will be supervised by MEFT Director of DWNP and IUCN Technical Team for technical work in so far as sections 4.1 to 4.6 for 4.8 above. The MEFT's and IUCN Technical Team will refer to the IUCN ESARO in Pretoria, South Africa for procedural advice as and when necessary.
- 5.5. For this assignment the consultant/s shall work closely with the IUCN Green List Trilateral Cooperation Project Management Team headed by the Deputy Director of North-East Regions based in Rundu supported by the National Coordinator of the IUCN Green List Trilateral Cooperation Project for Namibia.
- 5.6. The Programme Officer for IUCN ESARO who is part of the IUCN Technical Team will supervise the consultant in terms of the technical work and contractual matters in so far as section 4.7 for 4.8 above.

6. OBJECTIVES OF THE CONSULTANCY

- 6.1. Revise the Framework and Guidelines for the Development of Management Plans developed in 2018 and therein develop draft management plans template(s) for protected and conserved areas, and associated process for conservation planning and management for protected and conserved areas in Namibia.
- 6.2. Facilitate workshops, presenting the revised Framework and Guidelines for the Development of Management Plans for Protected and Conserved areas and therein draft management plans template(s) for protected and conserved areas, and associated process to the MEFT, DWNP, IUCN Green List Trilateral Cooperation Project National Coordinating office, IUCN ESARO and Partners.
- 6.3. Using the revised Framework and Guidelines for the Development of Management Plans for Protected and Conserved Areas and therein draft management plans template(s) for protected and conserved areas:
 - 6.3.1. Facilitate workshops and
 - 6.3.2. Compile management plans for five (5) and two (2) OECMs sites being assessed and their associated monitoring frameworks for the sites' natural and cultural values and associated ecosystem services.
- 6.4. Using management plans for five (5) and two (2) OECMs sites being assessed,
 - 6.4.1. Develop training manuals and
 - 6.4.2. Train authority representatives and site managers on management planning of protect

- d. Coordinate compilation of the relevant Management Plans for the five (5) and two (2) OECMs sites, including a site-specific monitoring framework and
- e. Draft a training manual for management planning.
- f. Support MEFT in finalizing and publishing revisions for five (5) and two (2) OECMs sites management plans with their site-specific monitoring framework and the training manual for management planning.

7.4. Provide training to the authority representatives and site managers, and partners on the revised management plans and their associated monitoring framework using the training manual:

- 7.4.1. Identify relevant authority representatives and site managers required to undergo training.
- 7.4.2. Ensure training material readiness with prior and post training monitoring and evaluation plan / matrix / questionnaire / survey for training workshops pitched to the authority representatives and site managers.
- 7.4.3. Facilitate two training workshops with relevant authority representatives and site managers, respectively.
- 7.4.4. Write up a post-training workshop report.

7.5. Write up lessons learnt from the project.

- 7.5.1. Collect lessons learnt through stakeholder interviews using a pre-approved survey questionnaire.
- 7.5.2. Write up all lessons learnt and feed into a master lessons-learnt document for Namibia, coordinated by the National Coordinator of the IUCN Green List Trilateral Cooperation Project.

7.6. Provide editorial assistance to the candidate submissions in respect of the IUCN Green List Standard for Protected and Conserved Areas for five (5) and two (2) OECMs sites being assessed.

8. DELIVERABLES:

We require the following deliverables:

Deliverable Description	Consultancy Days	Deadline
Inception Report and Literature review of alignment between IUCN Green List standard, and associated IUCN standards and guidelines, with the existing Namibian policies and guideline for the Framework and Guidelines for the Development of Management Plans (Activity 7.1)	5 days	October 2023
Draft outlines, workshop materials and reports (Activity 7.2)	10 days	15 November 2023
Questionnaire for lessons learnt interviews and report (Activity 7.5)	1 day	15 November 2023
Revised Framework and Guidelines for the Development of Management Plans for Protected Areas and Conserved Areas and therein draft management plans template(s)	10 days	30 November 2023

