



Request for Proposals (RfP)

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not 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.rowa@iucn.org

Abdel Latif Salah street, bldg. 29. P.O. Box 942230 Amman 11194, Jordan

Tel: 00962 6 5546912 / Fax: 00962 6 5546915

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
02 November 2023	

#	Description	Information to provide	Relative weight
1	In-depth understanding of the assignment	Understanding ToR, national, regional, and Global context.	10%
2	Capability to deliver within the timeframe proposed and ability to mobilize resources under		

- 4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be taken into account 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, such that '0' is low and '10' is high.
- 5.3.2. Minimum Quality Thresholds
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.

6.

ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A bidder 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 bidder's participation to be disqualified.

7.6. ⁸ By taking part in this procurement, you 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,

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and some 10,000 experts. It is a leading provider of conservation data, assessments and 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 organisations 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 of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

12. ATTACHMENTS

Attachment 1 Terms of Reference

Attachment 2 Declaration of undertaking

Attachment 3 Contract