



Welcome to this Procurement by IUCN (International Union for Conservation of Nature). 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 employees or the contractor including you~~

IUCN Contact: ESARO Procurement Office, [tenders.ke@iucn.org](mailto:tenders.ke@iucn.org) & [tenders.rwanda@iucn.org](mailto:tenders.rwanda@iucn.org)

3. January 2024

|                                |  |
|--------------------------------|--|
| 16 <sup>th</sup> February 2024 | Deadline for submission of Proposals to IUCN ("Submission Deadline") |
| 20 <sup>th</sup> February 2024 | Clarification of Proposals   |
| 22 <sup>nd</sup> February 2024 |  |



4.4. *Technical Proposal*

The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN's discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN's approval.

IUCN will evaluate Technical Proposal



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 35 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.

5.3.4. Please note that only firms who score above 70% will be considered for interviews.

### 5.4. *Interview*

The top 3 bidders based on the Technical Evaluation will be invited for an interview.

A score will be awarded for each interview in accordance with the table in section 4.4 above, which

**6. EXPLANATION OF PROCUREMENT PROCEDURE**

- 6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.
- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All Proposals must be received by the submission deadline in Section 3.1 above. Late Proposals will not be considered. All Proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate Proposals. The contract will be awarded to the bidder whose Proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 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 to have completed the contract award, but this date may change depending on how long the evaluation of Proposals takes.

**7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

- 7.1. To participate in this procurement, you are required to submit a Proposal 7.1.

7.5. Each bidder shall submit only one

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data,