



Request for Proposals (RfP)

nsultancy - GEF CEO ENDORSEMENT: Nature-based Solutions (NbS) for increased climate resilience in vulnerable rural communities of Lesotho:

IUCN Eastern and Southern African Regional Office (ESARO), South Africa Country Office

RfP Reference: IUCN-24-0212 Instructions carefully because non-compliance with the instructions may result in disqualification

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: tenders.sa@iucn.org

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 contact you.

DATE	ACTIVITY
14 May 2024	Publication of the Request for Proposals
16 May 2024	Deadline for expressions of interest
17 May 2024	Deadline for submission of questions
20 May 2024	Planned publication of responses to questions

DATE	ACTIVITY
31 May 2024	Deadline for submission of Proposals to IUCN (" Submission Deadline ")
5 June 2024	Clarification of Proposals
15 June 2024	Planned date for contract award

20 June 2024	Expected contract start date
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- 3.2. Please email the IUCN contact to confirm whether or not you are intending to submit a proposal by the deadline stated above.

4. COMPLETING AND SUBMITTING A PROPOSAL

- 4.1. Your Proposal must consist of the following three documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

- 4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [IUCN – GEF 8 ProDoc LESOTHO – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the proposal, or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

- 4.3. *Eligibility*

- Master's degree on Natural Sciences and/or Biodiversity Conservation, environmental sciences/management, climate change, or other related fields; other post-graduate/specialization degree will be acceptable in combination with equivalent relevant experience;
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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 to a maximum

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2.1).

10. CONTRACT

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. ABOUT IUCN

IUCN is a membership Union

<p>(e.g. the in te vali</p> <ul style="list-style-type: none"> • C spe • U Stra terr • L pric 	<p>hnical consultants, safeguards and gender consultants) for overall planning design and associated documentation needed for GEF CEO Endorsement, including meetings, preparation of meeting minutes (iterative updates to workplans) and workshop).</p> <ul style="list-style-type: none"> and adhere to the project preparation workplan, prepared with the PDT, including milestones and deadlines. a review of relevant literature and documents, e.g. national development plans, National Strategic Plans such as NBSAP, baseline studies, current/previous relevant GEF and other projects, technical studies/reports, etc. ct design, including defining the situational context (environmental problem statement, and barriers to be tackled by project), identifying project activities, site selection 	<p>le evelopn f p rticip h os (in c ig 'o ies, Gl proj ea analy c na 217 p 3.32.7 (1</p>
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- Lead organization of project design workshops with the PDT and IUCN GEF Agency, national consultant(s) including a kick-off meeting, and other key workshops to inform project design as needed and defined in the work plan.
- Prepare the response matrix to the GEF Secretariat, Council and STAP comments until CEO Endorsement is acquired.
- Draft and revise other documentation as needed to demonstrate full due diligence throughout project development. and,
- Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

Deliverables and Schedule of Payment:

Expected deliverables	Due Date (within the month mentioned from contract commencement)	Payment
Detailed work plan Kickoff workshop report Analysis of best practices and lessons learned from previous projects Outline of key ProDoc sections (barriers, baseline, risks/threats, Rthe		

e) risk analysis of the proposed project activities and measures to mitigate risks		
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Full draft of ProDoc (draft 1), including final Stakeholder Engagement Plan, Environmental and Social Safeguards Plan and Gender Assessment and Gender Action Plan

Response matrix to Review #3 (on draft 1) ProDoc (draft

2) and CEO Endorsement Request d2 38.0022.2 (.96 ID 17 BDC /C20 1 Tf-3. [n]16.1 t.989 0 Td(.8 193 Tc 0.001 Tw 0.217 0 Td[

- Minimum of 7 years' experience working with developing projects on sustainable land management ecosystems and biodiversity issues, climate resilience and related fields
- Proven experience with GEF project development
- Knowledge of the Global Environmental Facility (GEF) policies and procedures, and GEF projects requirements, especially for the GEF Biodiversity Focal Area;
- Strong interpersonal and communication skills; commitment to team - work and to working across disciplines.
- Proven experience in successful preparation of GEF multi-focal area PIF and projects
- Experience working with IUCN, or any other UN agency considered an asset.
- Previous experience working with the government of Lesotho is considered an asset.
- Proven experience in the policy development processes associated with environment and sustainable development issues.

Preferred qualifications:

Experience with Open Standards/Project and Program Management Standards (PPMS) in the GEF context.
 Experience working with and managing multi-disciplinary teams and in delegating tasks remotely;
 Demonstrated expertise in gender responsive project design.
 Excellent facilitation, negotiation, analytical, research and presentation skills.
 Experience writing proposals and reports.

Budget and Logistics:

Through regular meetings defined in a mutually agreed workplan, the PDT will provide support to the consultant, including strategic guidance, facilitating dialogue with key stakeholders, facilitating cofinancing inputs, and assisting addressing project issues. When necessary, IUCN may provide logistical support to the consultant, including the hosting of meeting space and facilitating dialogue with the government. Any necessary mission travel must be covered by the consultant.