

IUCN Contact: Shizuka Onishi, Senior Programme Officer, shizuka.onishi@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 publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
18/06/2024	Publication of the Request for Proposals
24/06/2024	Deadline for submission of questions and expression of interest (optional)
27/06/2024	Planned publication of responses to questions
02/07/2024 17:00 CET	Deadline for submission of proposals to IUCN (" Submission Deadline ")
05/07/2024	Clarification of proposals
08/07/2024	Planned date for contract award
10/07/2024	Expected contract start date

- 3.2. Please email the IUCN contact to express your interest (EOI) in submitting a proposal by the deadline stated above. While EOI is not mandatory, it will help IUCN to keep you updated regarding the procurement.

IUCN REQUIREMENTS

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

2. CONTACT DETAILS

IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance.

Ref.	Description of Information to be submitted		Relative weight (%)
1	Approach, methodology and work plan	Understanding of the overall scope, work plan describing the methodology, approach to executing the TOR, degree of detail, indicative time-schedule, measures for timely troubleshooting and quality assurance	30%
2	Management structure, team composition and key personnel	<p>CVs and assignment plan of key team members (please specify the number of days assigned to each member) and their individual roles in the execution of the TOR.</p> <p>These will be assessed based on relevant experience of assigned members in event management, logistics and production support of workshops and conferences of similar scope and/or client.</p> <p>Demonstration of availability or ability to mobilize local personnel and/or network in the proposed target countries will be considered as an asset.</p> <p>Key staff should be fluent in</p>	

responsibility to determine whether such taxes apply to your organisation and to include them in your financial offer.

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 USD.

4.5.5. *Breakdown of rates and prices*

Financial proposal should clearly distinguish total amounts and breakdowns for fixed price element and cost-reimbursement element (estimated cost).

The price needs to be broken down as follows, with detailed breakdown requested per each activity:

	Description	Quantity	Unit Price	Total Price
I.	FIXED PRICE ELEMENT			\$

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 fixed price element 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 $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$.

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose proposal achieves the highest total score.

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) at procurement@iucn.org or +41.625 Td[(6.)-6.6 (2.)]Tc 36.098.663 967

Attachment 2 *Declaration of Undertaking*

Attachment 3 *Contract Template*

Attachment 4 *Draft concept note of SCF capacity building*