

- d. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- e. Signed Declaration of Undertaking (Annex 3a)
- f. Human Resources Questionnaire filled and signed (Annex 4)

FOR CONSULTANCY COMPANIES:

- a. Copy of Certification of Incorporation
- b. Copy of identification document of the Legal Representative
- c. Copy of legal invoice for fees collection.
- d. Copy of resumes of the Consulting Team
- e. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Annex 2)
- f. Signed Declaration of Undertaking signed by the Representative of the Consulting Company or, in the case of a Consortium or group of Consultants, signed by each member indicating that they have read and understood the content of the Declaration (Annex 3b)
- g. Human Resources Questionnaire filled and signed (Annex 4)

B. TECHNICAL PROPOSAL:

- i. The technical proposal must address each of the criteria listed below explicitly and separately, citing the reference number of the relevant criterion (Description column).

	Description	Information to be presented	Relative importance (%)
1	<i>Methodology to be implemented and schedule with logical dimension of time</i>		15%
2	<i>Experience in Guatemala</i>	<i>Company Profile / CV / Responsible for the Consultancy</i>	10%
3	<i>Experience in GEF Project document elaboration</i>	<i>Company Profile / CV / Responsible for the Consultancy</i>	15%
4	<i>Experience in Environmental and Social safeguard and gender-sensitive project design</i>		20%
5	<i>Experience with tools and baseline studies identified in ToR.</i>		30%
6	<i>Familiarity with selected cities</i>		

	Description	Quantity	Unit price*	Total price*
1				
2				
3				

*USD currency

5.2. Additional information not requested by IUCN should not be included in the proposal and will not be subject to evaluation.

6. SENDING

6.1. The Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – Proposer name]. The Proposer name is the name of the company/organisation on whose behalf the proposal is being submitted, or the surname of the Proposer in case is bidding as a self-employed consultant. The proposal must be submitted in PDF format. The Proposer 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 (e.g. Dropbox, Google Drive, etc)

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.

7. ELIGIBILITY

The score for each technical evaluation criterion will be multiplied with the respective relative weight and these weighted scores added together to give the proposal's overall technical score.

10.3. Financial Evaluation and Financial Scores

The financial evaluation will be based upon the full total price submitted. Financial proposals will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds by the total price of your financial proposal.

The proposals total score will be calculated as the weighted sum of the technical score and financial score.

The relative weights will be:

Technical: 70%

Financial: 30%

Subject to the requirements in Sections 5 and 7, IUCN will award the contract to the Proposer whose proposal achieves the highest total score.

11. EXPLANATION OF PROCUREMENT PROCEDURE

11.1. IUCN is using the Open Procedure for this procurement.

11.2. 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. 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 in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the Proposer whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

11.3. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 3.1 gives an estimate of when the contract award is expected to be completed, however this date may change depending on how long the evaluation of the proposals takes.

12. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

12.1. To participate in this procurement, the Proposers are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

12.1.1. It is responsibility of eachls received by the submit8p(b)(5)u(ca)14(l)-4()6(sc)3(o)13(re)10() T

16. ANNEXES

Annex 1 *Specification of Requirements / Terms of Reference*

Annex 2 *Letter of Interest*

Annex 3 *Declaration of Undertaking (select 2a for companies or 2b for self-employed)*

Annex 4 *Theory of Change, Sustainable Cities IP*

Annex 5 *Guatemala Child Project Concept*

**ATTACHMENT 1
TERMS OF REFERENCE**

**The Regional Office for Mexico, Central America and the Caribbean of the
International Union for the Conservation of Nature**

(IUCN-ORMACC)

REQUIRES

PROFESSIONAL CONSULTANCY SERVICES

supporting the development of the
GEF-8 Full-sized Sustainable Cities IP child project for Guatemala, “*Towards resilient cities in
Guatemala: addressing biodiversity loss and recovery through integrated urban planning and
development*”

Type of Contract:	Professional Consultancy Services
Period:	13 months
Availability:	August 2024
Persons Responsible for Supervision:	Nadia Mujica, GEF/GCF portfolio manager, Tony Nello, Senior programme coordinator - Urban;

1. BACKGROUND AND JUSTIFICATION

Overview

Programming for the eighth funding cycle of the Global Environmental Facility (GEF-8)¹ includes resources and programming for a so-called *Sustainable Cities Integrated Program* that seeks “enable cities in tackling key drivers of environmental degradation and aims to deliver multiple global environmental benefits including climate change mitigation and adaptation, biodiversity conservation, reduced land degradation and reduction of chemicals and waste”.

The World Bank has been selected to serve as the Lead GEF Agency for **the GEF-8 Sustainable Cities IP**. The program will be comprised of twenty “child projects,”, including Guatemala, where IUCN was selected as Implementing agency, and a *Global Coordination, Knowledge Sharing and Support Project* (hereafter called *the coordination child project*). These terms of reference describe the objectives, responsibilities and key deliverables for an International Consultancy supporting IUCN in developing the Guatemala child project for approval by GEF and IUCN.

The GEF-8 **Sustainable Cities IP** objectives are to support cities and local governments to undertake integrated urban planning, implement policies and invest in nature-positive, climate-resilient, and carbon-neutral urban development. The SCIP will generate impact at the local, national, and global levels and demonstrate thought leadership in urban sustainability, fostering behavior, business model, and institutional changes through integrated planning, innovative financing mechanisms, knowledge-sharing, capacity-building, and multi-stakeholder engagements. The SCIP will help cities integrate sustainability into planning and policies

and engage diverse stakeholders and partners across different sectors and scales. Further details about the program approach and existing baseline can be found in the Program Framework Document².

The **Guatemala Sustainable Cities child project** is designed to work at the national level to support enabling policy reforms, and in two priority metropolises: the **Guatemala City Metropolitan Area** (AMCG, for its acronym in Spanish) and the city of **Huehuetenango** - where needs are high and where project interventions and experiences offer great potential for scaling up. The challenges faced by AMCG includes poorly controlled urban expansion, inadequate transportation, water and sanitation, waste management, and more. The expansion of AMCG has led to the emergence of peri-urban regions in municipalities with limited ability to manage development. Of the eight municipalities that comprise AMCG, only three have Municipal Development Plans, and the ability to implement and enforce urban planning regulations is weak, particularly in informal areas. Sustainable water management is also an acute concern. As for Huehuetenango the city's location in the dry corridor region leaves it vulnerable to drought and other climate-related risks, and water management is indeed a critical issue, with overexploitation of available resources and aging, insufficient infrastructure among the challenges. Other pressing concerns for Huehuetenango include deforestation from unsustainable use of fuel wood, air pollution principally due to vehicle emissions and burning of solid fuels for cooking and heating, and inadequate waste management.

To address these challenges, Guatemala has developed a set of policies, institutions, and investments to strengthen the sustainability of its cities, and made a number of ambitious commitments. These include establishment of the *National Urban and Rural Development Council* (CONADUR) that coordinates and monitors implementation of national development policies including urban development and that operates at different levels from local to national and integrates various ministries for cross-sector collaboration, Community and Municipal Development Councils in charge of supporting citizens participation in land-use zoning plans elaboration.

Across key sectors, Guatemala has been making investments in urban sustainability. These include investment in public transit systems including Transmetro and MetroRiel in Guatemala City and promoting non-motorized transportation. To address waste management, Guatemala enacted in 2016 the Solid Waste Management Law, followed by additional

2.2. Specific:

1. Lead in coordinating a consultative CEO Endorsement Request development process and developing a first draft of the Guatemala Sustainable Cities IP CEO Endorsement Request and the organization of a *Project Development Inception Workshop and field visits*, in close coordination with MARN and IUCN.
2. Develop inception workshop, field visits and ecological and socio-economic studies as needed, required to identify highest-value

	sufficient for approval by GEF and updated IUCN Project Document.	<ul style="list-style-type: none"> • IUCN PRODOC • ESMS • Climatic Risk analysis.
6	IUCN response to GEF Secretariat review and technical clearance	<ul style="list-style-type: none"> • Answers to the GEFSEC comments to the project design.

4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

5.1. Activities and programming

Specific objectives	Activities	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
1. Lead in coordinating a consultative CEO Endorsement Request development process and developing a first draft of the CEO Endorsement Request and the organization of a <i>Project Development Inception Workshop and field visits</i> , in close coordination with MARN and IUCN	<ul style="list-style-type: none"> Document review including the approved Sustainable Cities IP PFD and the child project concept note, associated documents, e.g., STAP and GEF Secretariat and GEF Council review comments, IUCN GEF Policy and guidance documents, GEF-8 Programming Directions, etc. Review challenges and lessons learnt related to Sustainable Cities IP related to GEF-6 and GEF-7. Describe global environmental problems, root causes and barriers that need to be addressed (systems description) including environmental degradation considering the triple planetary crisis (climate, loss of nature, pollution) and cities 												

<p>3. Develop a second version of the Guatemala Sustainable Cities IP CEO endorsement request, including a consolidated result framework, description of activities and components, safeguard risks.</p>	<ul style="list-style-type: none"> • Carry out an Environmental and Social Impact Assessment (ESIA) for the investment to be potentially supported under component 2. • Develop procedures to guide the screening of the business and value chain investments to be identified during project implementation on environmental and social risks (component 2) • Develop a project-level Grievance Mechanism. • Carry out a detailed gap analysis to justify the GEF incremental cost reasoning, ensuring the designs of the child projects are robust enough for different potential futures. See the STAP brief on Simple Future Narratives³. • Based on previous activities and products, consolidate a description of the activities of the components, performance and output indicators, production, baseline data and project objectives; • Develop a consolidated results framework with a separate budget between GEF resources and co-financing resources (detailed by co-financier) (Table B) 													
<p>4. Complete Pre due diligence of executors and final Draft CEO Endorsement of the CEO Endorsement Request and all required Annexes.</p>	<ul style="list-style-type: none"> • Based on stakeholder mapping, identify and assess capacities of executing partners and other partners in the field using the IUCN Implementing Partner Suitability Assessment Format. • Develop linkages and implementation arrangements with host government partners, executing partners and other potential partners on-the-gJET.54 241.46 174.5 re275.2275.21 5mf* 													

3. Sustainable financing expertise with specific experience relevant to financing of sustainable urban development.
- 4.

ANNEX 2: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date _____.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature _____

Full name of the proposer or legal representative _____

ATTACHMENT 3a –

Total Project Cost			39,479,036
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Indicative Co-financing

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Investment Mobilized	Amount (\$)
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communities in water management and enhance public awareness about the importance of water conservation and sustainable use.

Map 1: Municipalities of Guatemala Metropolitan Area

Huehuetenango metropolitan area is a smaller city and regional hub covering some 220 square kilometers situated in the western highlands of Guatemala (map 2) with a growing population of 150,000 projected to reach 500,000 by mid-century. The population includes large communities of Mayan Mam descent. The city's location in the dry corridor region leaves it vulnerable to drought and other climate-related risks, and water management is indeed a critical issue, with overexploitation of available resources and aging, insufficient infrastructure among the challenges. Other pressing concerns for Huehuetenango include deforestation from unsustainable use of fuel wood, air pollution principally due to vehicle emissions

which, if approved by the Parliament, will support improving climate resilience in Guatemala Metropolitan Area in coordination with the Ministry of Communication, Infrastructure and Housing and the Social Solidarity Fund. This project will improve access to resilient basic services and infrastructure, enhance planning and land-use zoning capacities of the municipalities from Guatemala Metropolitan Area.

Ministry of Communications, Infrastructure, and Housing (CIV): This ministry oversees the development and maintenance of urban infrastructure, such as roads, bridges, and public transportation systems. It also coordinates national housing policies and programs aimed at improving living conditions in cities.

FUNCAGUA and WWF and CENTRARSE networks of private actors will be leveraged to engage businesses in enhancing access and quality of green spaces, promote sustainable mobility and appropriate waste management at their own level and supply chain.

The planning and citizen participation platform for the proposal will be provided by the Mancomunidad Gran Ciudad del Sur and the Urban and Rural Development Councils, along with private sector involvement.

Gender integration will be sought when developing mechanisms to engage with local communities together with the National Women's Office, the Women's Ombudsman's Office of the Office of the Human Rights. Two opportunities to integrate gender balance as part of project activities and which will be further expanded during PPG are:

- job creation provided by NbS and circular economy approaches will be designed to ensure women will equally benefit from job opportunities generated by the project
- the waste management sector offers a strong potential to improve working conditions and income-4(cH30i--4(cH6(fe)7(mal)-9(e)4(-4(cH30wor)5(k)-9(e)4(rs)-197(by)-cH30for)6(malizing)-cH30 uptake

mixed-use developments in city centers; blended finance and other approaches to support private investment in public transportation infrastructure such as bus rapid transit (BRT) systems, green infrastructure and circular economy practices. Other supported approaches may include design of municipal payment for environmental services schemes particularly for water and air quality and land value capture mechanisms.

C3: Strengthening Knowledge Sharing and Capacity Building on Sustainable Urban Solutions: Supporting knowledge sharing and awareness raising among key stakeholders including within government agencies and policy makers, on sustainable urban solutions including NbS, and enabling policy and financing approaches.

d) Describe the project's incremental reasoning for GEF financing under the program, including the results framework and components.

The targeted municipalities generally face budget and capacity constraints. The GEF financing will complement ongoing investments and mobilize investment in the participating cities. The incremental costs of the intervention will support transformational shifts as follows:

Low-carbon urban planning with a greenprinting approach are necessary for AMCG and Huehuetenango: at present, the majority of projects implemented in urban areas are strongly centered on adaptation, but not on biodiversity loss or climate change mitigation. This Project will complement this approach by ensuring adaptation plans are also contributing to biodiversity net-gains and reduced GHG emissions.

Despite existing efforts to better manage urban green infrastructure and natural resources at

- **Governance and regional-level policy coherence:** project will build on existing tools and experiences already identified as part of GEF6 and GEF7 Sustainable Cities Program to raise the level of ambition of city commitments for nature and climate protection and generate sound economic and ecological plans and policies.
- **Active participation of Project team and stakeholders in programmatic knowledge exchange workshops, trainings and exchanges** – Project will include budgeted resources for participation of project team and key relevant stakeholders in all program-supported knowledge exchange workshops, trainings and exchanges designed for Guatemala, such as the World Bank annual urban forum. A cost-sharing approach between the Global IP Coordination and Support project and national child projects including this one will be agreed to during PPG-stage development of the Global and national child projects.
- **Contribution to Programmatic communications:** Project will include budgeted resources, dedicated activities and related targets under Component 3 for contribution to programmatic communications and knowledge products. This support also includes support for coordinated efforts to position cities in the global political agenda, by, for instance, supporting the participation of cities leader to global conventions such as UNFCCC and UN-CBD Conferences of the Parties (in coordination with ICLEI, to maximize political incidence).
- **Support for high-level participation in finance mobilization roundtables, financial inclusion activities and other coordinated efforts to raise new and additional funding for nature-positive, healthier and resilient urban development:** Project will support the participation of national and local government officials, private sector leaders to business fair and financing roundtables, support high-level engagement and dialogues with key actors such as multilateral development banks (e.i. IADB), national development bank and networks such as the C40 and WBCSD
- *Support for harmonized monitoring approaches* – Project