



Request for Proposals (RfP) Proof 0.0e

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 [RfP Reference – 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.

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 5.2.2) 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 $80/100 = 80\%$

5.4. *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 Invitation Procedure for this procurement. This means that only invited bidders may submit a proposal. IUCN typically invites from four to six bidders

7.2. To participate in this procurement, you must meet the following conditions:

Free of conflicts of interest

Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)

In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes

Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.

Not bankrupt or being wound up.

Never been guilty of an offence concerning your professional conduct.

Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2)

7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.

7.5. Each bidder shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint 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. 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, and to terminate any contract that may have been signed with you.

Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.

Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

8.2. In the Declaration of Undertaking (Attachment

Deliverable /Activity	Description	Deadline
D1	Gender Action Plan	31 September 2024
D2	Communication Strategy	05 October 2024
D3	Climate Change Impact Assessment	10 October 2024
D4	Pest Control Toolbox	15 October 2024
D5	Wildlife Reintroduction Strategy	23 October 2024
D6	Community Participatory 3D Mapping	27 October 2024
D7	Livestock and Grazing Sustainable Plan Implementation Guideline	05 November 2024
D8	Nature-based Tourism Plans for AIUla Protected Areas Network (APAN) (286 pages)	15 November 2024

Payment Schedule

The Timetable below summarises the chronological order of deliverables and indicates milestones at which IUCN will pay the Consultant.

Deliverable	Milestone payment
Submission of D1 and D2 – 05 October 2024	30%
Submission of D3, D4 and D5 – 23 October 2024	40%
Submission of D6, D7 and D8 – 15 November 2024	30%

Skills and Experience

The consultant must have the following skills, education and experience as a minimum:

An advanced degree in education completed in English in Communication, Linguistics, Literature, or any other relevant field.

Native-level proficiency and fluency in the English language.

Experience in copy-editing, designing, and proofreading nature conservation-related publications in English.

Ability to work rapidly and coordinate with the IUCN team and contributing authors from Jordan and other countries.

Familiarity with scientific publication styles and technical writing guidelines.

Ability to work in a fast-paced environment and produce quality work quickly, within deadlines, and under pressure.

Solid editorial skills with demonstrated ability for logical and analytical writing and editing

Good interpersonal and communication skills, including working as part of a team.

Computer proficiency, including Internet and Microsoft Office.

Strong communication and presentation skills and an ability to prepare appropriate and timely reports to various audiences and cultures.

Proven ability to liaise and work with various stakeholders, including government agencies, the private sector, and local communities, and in support of regional and national institutions.

A team player who is able to contribute effectively to collaborative issues and demonstrate innovation and leadership.

A good understanding of IUCN's mission and a general attitude of serving others.