



# Request for Proposals (RfP) Publication metrics and monitoring

**Knowledge Management, Learning, and Library Services Team**  
**RfP Reference: IUCN-24-09-P00088-2**

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## **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: Daisy Larios, Library and Publications Manager, [daisy.larios@iucn.org](mailto:daisy.larios@iucn.org)

## **3. PROCUREMENT TIMETABLE**

- 3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- 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. Please DO NOT email the password before the deadline for Proposal submission.

4.3.

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

<b>Pre-Qualification Criteria</b>	
<b>1</b>	3 relevant references of clients similar to IUCN / similar work
<b>2</b>	Confirm that you have all the necessary legal registrations to perform the work
<b>3</b>	State your annual turnover for each of the past 3 years
<b>4</b>	How many employees does your organisation have who are qualified for this work?

4.4.

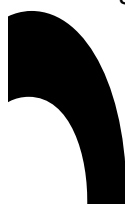
The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

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 Proposals with regards to each of the following criteria and their relative importance:

	<b>Description</b>	<b>Information to provide</b>	<b>Relative weight</b>
1	Tracking uptake		



	reach, with an accompanying visualization that can be displayed on each publication's landing page <ul style="list-style-type: none"> <li>- Performance metric (10%)</li> <li>- Visualization (10%)</li> </ul>	metric is calculated and of accompanying visualizations (with examples)	
3	Provision of an intuitive dashboard for IUCN staff (currently ~1300 individuals) to explore publication performance at an: <ul style="list-style-type: none"> <li>- Institutional level (5%)</li> <li>- Regional level (5%)</li> <li>- Thematic level (5%), and</li> <li>- Individual publication level (5%)</li> </ul>	Presentation of dashboard, with description and example of capabilities	20%
4	Provision of personalized online training for a small number of IUCN staff in the use of the platform	Training plan with presentation of team	10%
5	Provision of timely implementation (together with IUCN IT and library staff) as well as call-down support	Implementation plan with	







**10. CONTRACT**

The contract will be based on IUCN's template in Attachment 3, the terms of which are not