



# Request for Proposals (RfP) IUCN Med Green List Reviewer

**IUCN Centre for Mediterranean Cooperation, Green List for Protected and Conserved Areas**

**RfP Reference: IUCNMed-24-11- P04431 P0440**

*Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.*

## **1. REQUIREMENTS**

- 1.1. A detailed description of the services and/or goods to be provided can be found in Attachments 1 and 2. The services to be provided are organised in two Lots, with Lot 1 being funded by the project GL4MMPAs, under the Interreg Euro-MED Programme, and Lot 2 being funded by the GBMF project. Your Proposal must address the requirements outlined in

- 3.2. Please email the IUCN contact to express your interest in submitting a Proposal by the deadline stated

	<b>Description</b>	<b>Information to provide</b>	<b>Relative weight</b>
1	Experience in conformity assessment as a lead auditor or in relevant other roles	Complete CV of the consultant or consultancy team. Details of past engagements with relevant environmental certification, such as the Green List, FSC or similar schemes, including organization, duration, nature of the engagement and location of the assignment, stated in technical proposal.	50%
2	Experience in evaluating stakeholder consultation processes	Justification of past experiences in the evaluation of stakeholder consultation processes stated in technical proposal. More information on the role of Green List Reviewers in stakeholder consultation processes can be found in the <a href="#">Green List User Manual</a> .	15%
3	Knowledge of relevant ecosystems, cultural and social issues in the Mediterranean marine region	Academic background and work experience as stated in CV and technical proposal.	15%
4	Good command of written and spoken English, Italian and Spanish	Language certification or evidence of work Ital	

include a note in the invoice document informing of this issue and mentioning the law that applies.

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in EUR.

4.5.5. *Breakdown of rates and prices*

For information only, the price needs to be broken down as follows:

	Description	Quantity	Unit Price	Total Price
1	Lot 1: Daily rate			
2	Lot 2: Daily rate			
	TOTAL			

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be considered in the evaluation.

4.7. Your Proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

You may freely withdraw or change your Proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

**5. EVALUATION OF PROPOSALS**

5.1. *Completeness*

IUCN will firstly check your Proposal for completeness. Incomplete Proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only Proposals that meet all of the pre-qualification criteria will be evaluated.

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.

5.3.2. *Minimum Quality Thresholds*

Proposals must meet the minimum quality thresholds for each technical evaluation criterion.

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 a total technical score.

5.4. *Financial Evaluation and Financial Scores*

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 5.3.2) 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 will be evaluated on a technical score and your financial score.

The relative weights will be:

Technical: 90%
Financial: 10%

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...
6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact...
6.3. All Proposals must be received by the submission deadline in Section 3.1 above. Late Proposals will not be considered...
6.4. IUCN will contact the bidder with the highest-scoring Proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback.

7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

- 7.1. To participate in this procurement, you are required to submit a Proposal, which fully complies with the instructions in this RfP and the Attachments.
7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant Proposal.
7.1.2. Any incomplete or incorrectly completed Proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.
7.1.3. IUCN will query any obvious clerical errors in your Proposal and, at its discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.
7.2. In order 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 3).
- 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

## 11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and

[www.iucn.org](http://www.iucn.org)

<https://twitter.com/IUCN/>

## 12. ATTACHMENTS

- Attachment 1 *Terms of Reference for Lot 1: IUCN Green List of Protected and Conserved Areas Reviewer for the Mediterranean Marine Region*
- Attachment 2 *Terms of Reference for Lot 2: IUCN Green List of Protected and Conserved Areas Reviewer for the Southern European Region*
- Attachment 3 *Declaration of Undertaking (select 3a for companies or 3b for self-employed as applicable to you)*
- Attachment 4 *Contract Template*