



# Answers to Questions on the Request for Proposals (RfP) IUCN Annual Report

**Director General's Office**  
**RfP Reference: IUCN-24-11-P9**

**QUESTION 1: Should the "Pre-Qualification Criteria" document be submitted by December 6th?**

Yes, as stated in the RfP (§ 4.1) the Proposal must consist of the following four separate documents:

1. Signed Declaration of Undertaking
2. Pre-Qualification Information
3. Technical Proposal
4. Financial Proposal

All four separate documents are to be submitted by the submission deadline.

**QUESTION 2: Does the December 6th deadline refer to a specific time zone and hour?**

Submission deadline is on **December 6th, 23h59 CET**.

**QUESTION 3: Are file transfer links, such as WeTransfer, allowed for document submission?**

No, they are not. As stated in the RfP (§ 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*

**QUESTION 6: How will the sourcing, editing of photos, and methods of delivery be carried out?**

As stated in the Terms of Reference under Specification of requirements/ 3) Content development, the service provider is responsible for “*the commissioning of writers and translators, editing, proof-checking of content, graphic design, conducting IUCN amends, and **provision of visual assets (including high-quality images)***.” It is therefore up to the service provider to handle the sourcing and editing of photos. This should be included in the financial proposal, in the graphic design prices.

As stated in the draft contract template “*The Consultant shall ensure that it has obtained all the rights to use any Pre-existing Rights belonging to third parties that are necessary to implement this Agreement*”. The service provider must have obtained the rights to use the photos they will include in the report (whether paid or open source) and credit them correctly. All source files, including pictures as separate files, must be provided to IUCN when the report is approved.