Request for Proposals (RfP)
IUCN Annual Report

Director General's Office
RfP Reference: IUCN-24-11-P9-1

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 Attachment 1.

2. CONTACT DETAILS

2.1.

DATE	ACTIVITY
November 8th, 2024	Publication of the Request for Proposals
November 19th, 2024	Deadline for submission of questions
November 22nd, 2024	Planned publication of responses to questions
December 6th, 2024	Deadline for submission of Proposals to IUCN ("**Submission Deadline**")
December 10th, 2024	Clarification of Proposals
December 16th-18th, 2024	Proposal pitch (online presentation)
December 20th	

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share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your Proposal.

COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

CONTRACT

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

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.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, 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 re3eorld's2.6 (ngt)-6.7 (c0.5 (0 s)-2 (bl)2.6 (i)2.6c)-1.9 (.6 (edge,)-6.3 (a)10.6 (t

Attachment 1: ***Specification of Requirements / Terms of Reference***

Terms of Reference - IUCN Annual Report

Introduction

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A content plan, following a planning meeting with an editorial committee that includes representatives from the IUCN Secretariat. All committee members as well as the selected provider will be expected to pitch content ideas at each meeting. The service provider then turns this into a content plan and submits to the magazine committee for sign off.

3) **Content development**
   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).

4) **Final Product**
   An online pdf document (no print copies) published annually.

5) **Promotion material**
   A banner for email signatures to promote the report.

6) **Multilingual versions**
   Three versions of the report are required, one in each IUCN's official language: English, French and Spanish.

7) **Ad hoc material**
   During the contract period, IUCN may request the production of an additional smaller publication alongside the Annual Report. The specific requiremen-0.002 ow 0.793 0PTc 0 Tw -2 (t)4.

Coordination

Editorial Committee

An Editorial committee will oversee the development of the Annual Report, composed of key IUCN Secretariat staff from the following units:

- Director General's office;
- Membership and Commissions and Communication unit;
- Strategic Partnership unit;
- Institutional Performance Management and Evaluation unit.

The committee will be responsible for:

- Approving the editorial strategy and schedule;
- Organising the initial content planning meeting;
- Approving the content plan;
- Providing contact details for interviews;
- Supplying organisational statistics for the report;
- Reviewing draft versions (two iterations expected);
- Approving the final draft

Attachment 2b ***Declaration of Undertaking (SELF-EMPLOYED)***

DECLARATION OF UNDERTAKING in relation to RfP <insert RfP reference>

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable, including Personal Data as defined by the European Union's General Data Protection Regulation (GDPR). I acknowledge that IUCN is required to retain my Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably requested.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.

2. I am fully compliant with all my tax and social security obligations.

3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.

4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN.

5.7 Services shall be paid within thirty (30) days of written acceptance of Services and receipt of an invoice by IUCN.

5.8 The invoice for each delivery shall be established and addressed to IUCN, at the latest five (5) days after the delivery and written acceptance of the Services by IUCN.

5.9 The currency of payment is [ ].

5.10 Invoices shall be sent to the following address:
IUCN, International Union for Conservation of Nature and Natural Resources
28 Rue Mauverney
CH-11196 Gland, Switzerland

5.11 Each invoice shall be written in English and specify the following:

5.11.1 Name and address of the Consultant
5.11.2 Registration number of the Service Provider
5.11.3 Name and address of IUCN as addressee
5.11.4 Date of the invoice
5.11.5 Complete bank detail (in accordance with Article 5.6 of this Agreement
5.11.6 IUCN Contract Reference Number

5.12 Should this Agreement be interrupted for any reason, the Consultant may only invoice IUCN for Services that have already been provided and accepted by IUCN.

5.13 All prices listed in Annex 2, any Work or Change Order are tax exempt.

5.14 The Consultant shall bear bank charges for international wire-transfers (namely from the Consultant's bank

15.2

IUCN shall have the right to terminate this Agreement with immediate effect and without any liability for damages to the Consultant in case the agreement between IUCN and the Donor is terminated and/or the Remuneration funds become unavailable to IUCN.

16.3 Termination for force majeure

16.3.1