

DATE	ACTIVITY
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	Description	Information to provide	Relative weight
1	Concept and methodology		50%
1.1	Clarity and completeness of the tender		5%
1.2	Understanding of the ToR	Understanding of the evaluation ToR, in particular the purpose and use; and understanding of the project design, objectives, context, and constraints.	15%
1.3	Proposed concepts and methods	Proposed approach, methodology, principles and tools for evaluation that demonstrates feasibility, quality, and clarity. Workplan: the level of effort (in person-day) per team member must be specified for each key step of the evaluation. Schedule: Gantt chart to be provided for each key step of the evaluation.	30%
2	Qualifications of proposed staff		50%
2.1	Relevant thematic experience	A description of relevant experience and expertise of the selected team/individual against the thematic fields described in section 10 of the ToR A demonstration of previous experience in working in Tanzania on thematic relating to SUSTAIN PRO	20%
2.2	Technical skills	Team structure, including a description of roles and responsibility in team (e.g. team leader, senior, intermediate, junior consultants, and quality assurance). A description of past experiences and main competencies of the selected team/individual against the technical requirements listed in section 10 of the ToR Gender balance within the team CVs and declaration of independence for all team members	30%
TOTAL			100%

4.5. Financial Proposal

- 4.5.1. The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety. 0.000008871 0 595.32 842.04 reW* nBT/F1 11

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 85\% + 77 * 15\% = 70.6\% + 11.6\% = 82.2\%$.

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 Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.
- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All proposals must be received by the submission deadline in Section 3.3 above. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of two or more evaluators in accordance with the evaluation criteria stated in in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 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. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

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 may, at IUCN's sole 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
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