



# Request for Proposals (RfP) Nature-based solutions field expert in Albania

IUCN Regional Office for Eastern Europe and Central Asia  
ADAPT: Nature -based solutions for resilient communities in the Western Balkans

Issue Date: 4 March 2020

Closing Date and Time: \$ S U L O 2020, 23:59 CET

IUCN Contact :  
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IUCN Regional Office for Eastern Europe and Central Asia

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 950 staff in more than 50 countries.

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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

RfP Closing Date and Time	2020, 23:59 CET
Estimated Contract Award Date	\$ S 2020

### 1.4. Conditions

IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing this RfP. IUCN is under no obligation to accept the lowest priced Proposal or any Proposal. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

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### 1.5. Queries and questions during the RfP period

Proposers are to direct any queries and questions regarding the RfP to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP.

Proposers may submit their queries no later than 17:00 CET, 0 D U F K 2020.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of you question confidential, you must state this at the time the question is posed.

### 1.6. Amendments to RfP documents

IUCN may amend the RfP documents by issuing notices to that effect to all Proposers and may extend the RfP closing date and time if deemed appropriate.

### 1.7. Proposal lodgement methods and requirements

Proposers must submit their Proposal to IUCN no later than 23:59 CET on \$ S U L O 2020 by email to: [kristin.meyer@iucn.org](mailto:kristin.meyer@iucn.org). The subject heading of the email shall be [RfP ±NbS field expert in Albania - [Proposer Name]]. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format. Proposers may submit multiple emails (suitably annotated ±e.g. Email 1 of 3) if attached files are deemed too large to suit a single email tra52f-66.dmi6.716(.s)-4.099i



and interest groups, including women representatives. Vulnerabilities and risks will be mapped to identify suitable interventions.

The pilot Nature-based Solution project will be implemented in a flood prone area to build community resilience



		<p>List of material, goods and services</p> <p>A list of field visits, including dates, time, team members and results achieved</p> <p>A list of consultation and bilateral meetings with local authorities and key stakeholders</p> <p>One consultation with women-led grassroots initiatives and meeting minutes</p> <p>Case study on pilot project in Albania</p>	<p>January 2021</p> <p>1 April 2020 ±30 September 2022</p> <p>1 March 2020 ±30 September 2022</p> <p>September 2020</p> <p>September 2022</p>
4	Communication and dissemination	<p>List of communication and dissemination channels</p> <p>Participation in a one-day consultation and inputs into communications strategy and implementation plan</p> <p>List of national policies, strategies, programmes and assessment of opportunities for integration of Nature-based Solutions principles and alignment with EU acquis</p>	<p>April 2020</p> <p>April 2020</p> <p>30 April 2021</p>
5	Logistical support	<p>Participation in project launch event</p> <p>Participation in project closing event</p> <p>6 national Nature-based Solutions Coordination Group meetings organised and meeting reports prepared</p> <p>Reports of meetings, consultations, events, filed visits, capacity building events etc.</p>	<p>March 2020</p> <p>September/October 2022</p> <p>March 2020 ± September 2022 (meeting reports 1 week after the meeting/event)</p> <p>March 2020 ± October 2022</p>

The tasks, deliverables and timelines presented above have been prepared in accordance with the current project work plan and logframe. Tasks, deliverables and timeframes may be adjusted in accordance with adaptive project management and updated yearly work plan and logframe.

Approval of costs for travel will be subject to prior written approval by IUCN ECARO and submission of all receipts.

### Experience and qualifications

The consultancy is open to individuals based in Albania, with the following expertise:

- ‡ Expertise in environmental sciences, environmental management and cross-sectoral engagement.
- ‡ Expertise in the employment of Nature-based Solutions highly desirable.

### PART 3 THE EVALUATION MODEL

The selection criteria will consist of a technical and financial component. A weighting will be provided to each component as follows: Technical Weighting Factor 80%, Financial Weighting Factor 10%, with the total score a combination of these two percentages.

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in the table below:

Evaluation criteria	Maximum attainable points
1. Qualifications of the expert in nature-based solutions and/or disaster risk reduction interventions.	40
2. Quality of the project methodology and work plan.	35
3. Qualifications of the expert related to local understanding, practical solution orientated experience and understanding of relevant legal context and governance arrangements in Albania.	15
4. Price score.	10
Total Score	100

A Price Score (PS)



## PART 4 – INFORMATION TO BE PROVIDED BY PROPOSERS

By participating in this RfP, Proposers are indicating their acceptance to be bound by the conditions set out in this RfP.

This Part details all the information Proposers are required to provide to IUCN. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

Each of the following must be submitted as a separate document, and will be evaluated separately.

### 4.1. Declaration

Please read and sign the [Declaration](#) and include this in your proposal.

### 4.2. Technical information /Service Proposal

Proposers are required to submit the following details in their technical proposal:

- ‡ Executive summary of proposal
- ‡ & D Q G L G D W H ¶ V E D F N J U R X Q G L Q F O X G L Q J & 9
- ‡ List of similar projects within the last 5 years
- ‡ At least one U H O H Y D Q W H [ D P S O H G H P R Q V W U D W L Q J W K E S H I S H A W ¶ V H [ S H U disaster risk reduction interventions
- ‡ Project methodology, including a description of how the expert intends to undertake the delivery of tasks, providing justification of the approach
- ‡ Work plan
- ‡ & R Q W D F W G H W D L O V R I U H I H U H H V I D P L O L D U Z L W K W K H S U R S R Q H C

### 4.3. Pricing information

Prices include all costs

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

Applicable Goods and Services Taxes

Proposal rates and prices shall be exclusive of Value Added Tax.

Currency of proposed rates and prices

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in Euro.

## PART 5 ±PROPOSED CONTRACT

Below is the proposed Contract for the Nature-based solutions field expert in Albania. IUCN reserves the right to amend the proposed Contract prior to signature but, in submitting a Proposal, Proposers acknowledge that this is a standard IUCN contract template and will only



Bank address: [xxx]  
Account No.: [xxx]  
SWIFT Code or other bank routing code: [xxx]  
IBAN No: [xxx]

5.4 Funds that remain unused at the Expiration Date or termination date of this Agreement must be returned to IUCN within sixty (60) days following either of such dates, as applicable.

## 6. TRAVEL EXPENSES

6.1 Travel expenses in connection with this Agreement shall not exceed [currency/amount in numbers] [(currency and amount in words)]. All travel has to be approved by the Contact before any reservation is made.

6.2 The IUCN Travel Policy (April 2019) shall apply to all travel expenses and is available at <https://www.iucn.org/corporate/finance/procurement/iucn-travel-policy>.

6.3 A financial report with receipts (e.g. transportation, accommodation, meals and incidentals) must be submitted in the currency of the Agreement to the IUCN Contact Person in order for reimbursement to be made.

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7.1 The Consultant undertakes to IUCN that he/she will duly pay the tax and national insurance contributions which are due from him/her whether in Switzerland or elsewhere in relation to the payments to be made to him/her by IUCN pursuant to this Agreement.

7.2 The Consultant warrants that his/her performance of the Services under the terms of this Agreement will not infringe on the rights of any third party or cause him/her to be in breach of any obligation towards a third party.

7.3 The Consultant shall maintain at its sole expense liability and any other relevant insurance covering the performance of this Agreement. IUCN may require the Consultant to provide to a certificate of insurance evidencing such coverage.

7.4 The Consultant represents and warrants that no part of the Remuneration shall be provided to, or used to support, individuals and organizations associated with terrorism as identified on any sanction list published by the European Union, the United States Government, the United Nations Security Council or other relevant agency or body.

## 8. CONFIDENTIALITY

8.1 The Consultant will not disclose or use, at any time during or subsequent to this Agreement, any confidential information of IUCN or any other non-public information relating to the business, financial, technical or other DIIDLUV RI , 8 & 1 H [ F H S W D V U H T X L U H G E \ , 8 & 1 L Q F R C O H F S W J R Q Z L W K W K or as required by law. In particular, but without prejudice to the generality of the foregoing, the Consultant shall keep confidential all Intellectual Property and know-how disclosed to him/her by IUCN, which becomes known to him/her during the period of this Agreement or which he/she develops or helps to develop in providing the Services to IUCN.

8.2 The Consultant shall:

8.2.1 not disclose to third parties without express prior written consent of IUCN the results of work performed as part of the provision of the Services;

8.2.2 disclose know-how and other confidential information of IUCN which is provided by IUCN to the Consultant for the purpose of carrying out the Services only to those persons necessary to accomplish the Services and only to the extent necessary for the proper performances of the Services.



### 13 FRAUD, CORRUPTION AND ETHICS

13.1 The Consultant shall comply with the standards of conduct set forth in IUCN's Anti-fraud Policy, available at [http://cmsdata.iucn.org/downloads/code\\_of\\_conduct\\_and\\_professional\\_ethics.pdf](http://cmsdata.iucn.org/downloads/code_of_conduct_and_professional_ethics.pdf), which by signing this Agreement, the Consultant confirms he/she has reviewed and accepted.

13.2 The Consultant shall comply with the standards of conduct set forth in IUCN's Anti-fraud Policy, available



## PART 6 ±DEFINITIONS

For the purposes of this Request for Proposal (RfP) the following definitions apply:

Contract