



Request for Proposals (RfP) Nature-based solutions field expert in North Macedonia

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1.1. 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

Scope of work

The objective of this assignment is to support ADAPT activities in North Macedonia, where a Nature-based Solution pilot project tender dossier is going to be developed. Therefore, the services of a local expert are required. The assignment will be divided into five parts: 1) compilation of information on existing initiatives, projects, activities, organisations and key experts in/or involving North Macedonia currently applying Nature-based Solutions and preparation of best practice cases, 2) preparation of background information for a national scoping study, 3) liaison with local authorities and stakeholders, 4) preparation of a list of national and local communication channels and participation in a one-day consultation workshop on the project communications strategy and 5) organisation of field visits, consultations, events and preparation of meeting reports.

Specific tasks

The consultant will be responsible for the following tasks:

1. Best practice cases

- ‡ Compile a list of ongoing Nature-based Solutions initiatives from/involving North Macedonia.
- ‡ Prepare 3-5 best practice cases highlighting key outcomes of the initiative, costs and benefits of employing Nature-based Solutions and lessons learned for inclusion in a compendium of good practices and knowledge platforms (e.g. PANORAMA). The case studies should follow the format and guidance provided by PANORAMA on how to prepare case studies. Additional guidance on this task will be provided by IUCN ECARO.

2. National scoping study

- ‡ Assist in the development of a national scoping study for North Macedonia. The national scoping study will provide an overview of the situation in North Macedonia, identify priorities and needs for intervention. It serves as background for the planned pilot tender dossier as well as the identification of key national climate change threats, disaster risks, most vulnerable sites and potential for the application of Nature-based Solutions producing a list of additional pilot sites. The scoping study will also analyse the cost-effectiveness of Nature-based Solutions in comparison to conventional solutions/interventions and consider socio-economic and gender aspects.
- ‡ Organise consultation meetings with stakeholders on the national scoping study and prepare their feedback and inputs for inclusion in the study.

3. A tender dossier for North Macedonia

- ‡ The tender dossier for a Nature-based Solutions pilot project will be based on the results of the scoping study, related vulnerability assessments and consultations with national partners and local communities and a field visit.
- ‡ Prepare a stakeholder analysis of key actors to be consulted in support of the development of the tender dossier.
- ‡ Organise field visits of the project team and external consultants.
- ‡ Organise consultation meetings and facilitate meetings of the project team and external consultants with local authorities and other key stakeholders.

4. Communication and dissemination

- ‡ Prepare a list of channels for dissemination and communication of project results as well as opportunities for awareness raising at local and national level L Q D F F R U G D Q F H Z L W K W K H S communications strategy.
- ‡ Participate in a one-day consultation for the development of a communications strategy.

‡ Prepare a list of national policies, strategies and programmes and assess opportunities for integration of Nature-based Solutions principles into these policies, including alignment with European Union policies and laws.

5. Logistical support

‡ Participate in the project launch and closing events and 6 national Nature-based Solutions Coordination Group meetings.

‡ Present key results and updates of activities in 1 R U W K 0 D FAH at national events.

‡ Organise, provide logistical support and prepare meeting reports for meetings, consultations, events, field visits, capacity building events etc. held in 1 R U W K 0 D FAH at national level. Schedule of events will be provided by IUCNECARO together with relevant deadlines included in the updated project work plan.

Expected deliverables and tentative timeframe

	Task	Deliverable	Tentative timeframe
1	Best practice cases	List of ongoing Nature-based Solution initiatives Description of 3-5 best practice case studies for inclusion into a compendium and dissemination through online knowledge platforms following the format and guidance provided by PANORAMA.	15 [2> 104.7 539.5 Td

		Solutions principles and alignment with EU acquis	
5	Logistical support	Participation in project launch event Participation in project closing event 6 national Nature-based Solutions Coordination Group meetings organised and meeting reports prepared Reports of meetings, consultations, events, filed visits, capacity building events etc.	March 2020 September/October 2022 March 2020 ± September 2022 (meeting reports 1 week after the meeting/event) March 2020 ± October 2022

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. This will be done in consultation between the local expert and the project team.

Duration of the assignment

The duration of this assignment will last over the period from the signing of the contract to 31 October 2022. The maximum available budget for this consultancy is estimated at EUR 34,000, excluding assignment-related travel costs, accommodation and subsistence costs.

Meetings and travel

The consultant will participate in a number of physical meetings and consultations, including the project launch and closing events and national Nature-based Solutions Coordination Group (6) meetings. This will require

The consultant will further attend meetings and carry out field visits with the local authority and stakeholder groups in the pilot site in the frame of pilot project implementation. Frequent travel to key project meetings and consultations in the region will be required as necessary.

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 North Macedonia with the following expertise:

- ‡ Expertise in environmental sciences, environmental management and cross-sectoral engagement.
- ‡ Expertise in the employment of Nature-based Solutions highly desirable.
- ‡ Demonstrated experience of working in collaboration with government agencies, local authorities as well as non-governmental organisations (NGOs) in North Macedonia.
- ‡ Demonstrated experience and understanding of local legal contexts and governance arrangements.
- ‡ More than 5 years of experience in implementing disaster risk reduction interventions.
- ‡ Excellent Macedonian and English language proficiency.

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.	

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
- ‡ \$ W O H D V W R Q H U H O H Y D Q W H [D P S O H G H P R Q V W U B E W S O L U T I O N S W A K I O R H [S H U W 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 1 R U W K 0 D F I U C N R e s e r v e s 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 P 0 D G 0 D F 0 P F 0

2. TERM

This Agreement comes into effect on [date] [or] [upon its signature by both Parties] WKH 3 (I I H F W L Y H ' D W H will expire on [date] @ W K t i o n [' S W U H '

3. INDEPENDENT STATUS

3.1 The Consultant acknowledges that he/she is engaged as an independent contractor and shall perform under his/her sole responsibility. Nothing in this Agreement shall render the Consultant an employee, agent or partner of IUCN and the Consultant will not hold himself/herself out as such.

3.2 The Consultant shall have no authority to enter into contracts or to incur any other legally binding commitment on behalf of IUCN.

3.3 The Consultant shall not hold himself/herself out or permit himself/herself to be held out as having authority to do or say anything on behalf of or in the name of IUCN.

4. OBLIGATIONS

1.1 The Consultant shall carry out his/her duties in an expert and diligent manner and to the best of his ability; he/she shall promptly and faithfully comply with all lawful and reasonable requests which may be made by the IUCN Contact Person.

1.2 The Consultant shall give written or oral advice or information regarding the execution of the Services as and when required by IUCN.

1.3 In the case of illness, accident or a case of Force Majeure as described under clause 14.3 preventing him/her from performing the Services, the Consultant shall promptly notify IUCN in writing of such impediment.

5. REMUNERATION

5.1 As full remuneration for the services performed under the terms of this Agreement, IUCN shall pay the Consultant a fixed and firm lump sum of [currency/amount in numbers (amount spelled out in letters)] @ 3 W K H 5 H P X Q H U D W L R Q u m b e r s o f t h e s e r v i c e s a t a d a i l y r a t e o f [d a i l y r a t e] a s f o l l o w s :

5.1.1 A first instalment of [currency/amount in numbers (amount spelled out in letters)] corresponding to 30% of the Remuneration upon receipt of a signed copy of this Agreement together with a first invoice;

5.1.2 A second instalment of [currency/amount in numbers (amount spelled out in letters)] corresponding to 30% of the Remuneration upon delivery and IUCN written acceptance of [please indicate what task(s)/deliverable(s) will trigger payment]; and

5.1.3 A third and last instalment of [currency/amount in numbers (amount spelled out in letters)] corresponding to remaining 40% of the Remuneration upon satisfactory and timely completion and IUCN written acceptance of all Services as specified in Annex I.

5.2 If the tasks defined in the Agreement are not fulfilled to the satisfaction of IUCN within the requested time limit, IUCN reserves the right to withhold any further payments and recuperate any funds already paid for unfulfilled Services.

5.3 , 8 & 1 V K D O O P D N H S D \ P H Q W V W R W K (t o b e r e p e n e d i n t h e o n e o f t h e c o u n t r i e s I n t e r n a t i o n a l F F R X Q V in the place where Consultant is established or where the Services are provided) as follows:

Complete Account name: [xxx]
Account type and currency: [xxx]
Bank name: [xxx]

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)].

8.3 The Consultant agrees to immediately notify IUCN in writing if he/she becomes aware of any disclosure in breach of the obligations of this clause 8. At the request of IUCN, the Consultant will take all steps necessary to prevent further disclosure.

9. PROPERTY OF RESULTS

All notes, memoranda, correspondence, records, documents and other tangible items made by the Consultant in the course of providing the Services will be and remain at all times the property of IUCN. At any time, even after the termination of this Agreement, the Consultant shall, upon request, promptly deliver to IUCN all such tangible items which are in his/her possession or under his/her control and relate to IUCN, its business affairs and clients and/or the Services and he/she may not make or retain copies.

10. INTELLECTUAL PROPERTY

10.1 Intellectual Property rights are any and all rights and prerogatives, registered or not, arising from the Swiss and international legislation on the protection of notably patents, design, trademark, as well as know-how and trade secrets.

10.2 All Intellectual Property rights conceived or made by the Consultant in the course of providing the Services will belong to IUCN and the Consultant hereby agrees to assign to IUCN or its nominee, with full title guarantee, all rights in and to any Intellectual Property resulting from the provision of the Services for the full duration of such rights, wherever in the world enforceable.

10.3 The Consultant confirms that IUCN shall have all rights of development, manufacture, promotion, distribution and exploitation in relation to the projects undertaken and products developed in the course of the

15 APPLICABLE LAW AND DISPUTE RESOLUTION

15.1 The performance and interpretation of this Agreement will be subject exclusively to the laws of Switzerland, excluding its conflict of laws principles.

15.2 Any dispute arising out of or in relation with this Agreement that cannot be resolved amicably by the Parties or by way of mediation shall be submitted to the competent courts of Lausanne, Switzerland.

16 GENERAL PROVISIONS

16.1 This Agreement is the complete understanding between IUCN and the Consultant and replaces all other agreements and understandings in reference to the subject matter of this Agreement.

16.2 Any modification or amendment of this Agreement shall be in writing and shall become effective if and when signed by both Parties.

16.3 This Consultancy Agreement is non-exclusive. IUCN is free to consult other H [S H U W V L Q W K H & R Q V] field of specialization.

16.4 This Agreement is personal to IUCN and the Consultant, and neither Party may sell, assign or transfer any duties, rights or interests created under this Agreement without the prior written consent of the other.

16.5 Either Party waives all and any rights of set-off against any payments due hereunder and agrees to pay all sums due hereunder regardless of any set-off or cross claim.

16.6 All provisions that logically ought to survive termination of this Agreement shall survive.

In witness whereof, the undersigned, being duly authorized to do so, have executed this Agreement in the English language in two (2) originals.

IUCN, International Union for
Conservation of Nature and
Natural Resources

[full name of OTHER PARTY]

Date: _____

Date: _____

[Name of representative]

[Name of representative]

[Position of representative]

[Position of representative]

