



Request for Proposals (RfP) Monitoring and Evaluation Consultant

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

Issue Date: 7 February 2022

Closing Date and Time: 28 February 2022, 23:59 CET

IUCN Contact:

RADANOVIC Milica
Nature-based Solutions Project Assistant
IUCN Regional Office for Eastern Europe and Central Asia
Tel: +381 11 2272 411
Fax: +381 11 2272 531
milica.radanovic@iucn.org

PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

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 in Switzerland, IUCN Secretariat comprises around 950 staff 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 15,000 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 repository of best practices, tools and international standards.

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 projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org
<https://twitter.com/IUCN/>

1.2. Summary of the Requirement

IUCN invites you to submit a Proposal for the individual consultancy of a Monitoring and Evaluation Consultant. The detailed Terms of Reference can be found in Part 2 of this RfP.

1.3. The procurement process

The following key dates apply to this RfP:

RfP Issue Date	7 February 2022
RfP Closing Date and Time	28 February 2022, 23:59 CET
Estimated Contract Award Date	15 March 2022

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.

Proposers must sign the "[Proposer's Declaration](#)" and include it in their Proposal.

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, 23 February 2022.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of your 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 28 February 2022 by email to: milica.radanovic@iucn.org. The subject heading of the email shall be [RfP – Monitoring and Evaluation Consultant - [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 transmission.

Proposals must be prepared in English and in the format stated in Part 3 of this RfP.

1.8. Late and Incomplete Proposals

Any Proposal received by IUCN later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

1.9. Withdrawals and Changes to the Proposal

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

1.10. Validity of Proposals

Proposals submitted in response to this RfP are to remain valid for a period of 90 calendar days from the RfP closing date.

1.11. Evaluation of Proposals

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.

Background information

Climate change is increasing the frequency, intensity and magnitude of disasters, leading to a higher number of casualties as well as property and economic losses. Nature can provide cost-effective, no-regret solutions, which help increase community resilience beyond their capacity to absorb and recover from a single disaster, such as a flood or drought. The Western Balkan economies are among the most vulnerable with respect to climate change impacts affecting numerous sectors and domains. Yet, the value derived from deploying Nature-based Solutions in response to societal challenges remains underexplored and the application of approaches that integrate natural infrastructure remain insufficient and fragmented. Beyond the positive impact on societies and improved management of disaster risks, Nature-based Solutions benefit habitats and biodiversity as well as support climate change mitigation and adaptation.

ADAPT: Nature-based Solutions (NbS) for resilient societies in the Western Balkans is a project funded by the Swedish International Development Cooperation Agency (Sida) and implemented by IUCN. It aims to increase ecosystem and community resilience to climate change and environmental degradation in the Western Balkans. This regional umbrella initiative works with the six Western Balkan economies, regional and local partners.

The project will be implemented through the following three strategies:

1. Enhance knowledge and awareness of nature-based disaster risk reduction solutions among decision makers, natural resource managers and local communities with a specific focus on gender;
2. Integration of Nature-based Solutions and equitable climate-smart planning into adaptation and disaster reduction policy; and
3. Implementation of Nature-based Solutions for disaster risk reduction and their scale-up.

Flash floods constitute a great threat in Albania and Serbia, with a number of risks already identified and measures implemented to reduce impacts on local communities and municipalities. The role of ecosystems for flood protection and prevention, climate change adaptation, as well as climate mitigation co-benefits and disaster risk reduction is going to be practically demonstrated through implementation of pilot projects in Albania and Serbia. Testing of Nature-based Solutions principles at pilot sites will prove the value of integrating ecosystem-based approaches in disaster risk reduction measures at local level with a view to providing evidence on the applicability of Nature-based Solutions principles in increasing community resilience, gender equity and reducing disaster risks.

Brief overview of the development stages of the 2 pilot projects:

In Serbia preliminary consultations with partners and stakeholders have led to the selection of the Municipality of Kraljevo as a suitable pilot site, as it has been particularly vulnerable to climate induced risks in recent years. A particular issue already highlighted by the Municipality of Kraljevo, is the increased risk of floods due to degraded forests and erosion, which may also lead to landslides. The municipality is under exposure to climate risks and as such was listed in the Government's Decision Declaring Natural Disaster enacted in June 2018. The Ibar River and its tributaries, which originates in Montenegro and flows through Kraljevo, has been subject to consecutive floods in 2014, 2016, 2019 and 2020, creating losses by damaging people's goods and properties. The pilot project is implemented in close cooperation with local authorities and interest groups, including women and youth representatives.

In June 2021, IUCN hired a team of five experts who started to work on baseline assessments for the NbS pilot site in Serbia. These assessments were finalised by end 2021 with the purpose of narrowing down the intervention area, more specifically selecting the site for the future NbS intervention, assessing the conservation & biodiversity status in the area, identify and analyse the degradation drivers and propose options for net improvements to enhance biodiversity net-gains while enhancing socio-economic benefits.

The intervention area chosen - Gledić, was based on best available 'science' and 'local knowledge' with constant stakeholder engagement. Several sites were identified and analysed through a multi-criteria analysis. As a result, six (6) types of forest restoration measures were proposed by the forestry and biodiversity experts for the future NbS project design: natural (assisted) forest regeneration, restoration through planting on bare land or degraded land, enrichment planting, bio-engineering measures to deal with torrential floods, restoration of silvo-pastoral systems and cultivation of medicinal and aromatic plants. With the wrapping up of the first phase

of pilot development, being the finalization of the baseline assessments, the project entered in the second phase of development which is – detailed project design and the development of a comprehensive Monitoring, and Evaluation Framework (MEF).

In Albania stakeholder consultations indicated the Municipality of Elbasan will host the ADAPT pilot site for an NbS intervention along the Shkumbin river, in an urban or semi-urban set-up. The Municipality of Elbasan expressed full endorsement of a future project intervention on the territory of the Municipality and offered their support for the future phases in the process. Procurement for services to conduct the baseline assessments in Elbasan was launched and the experts contracted. The assignment started in January 2022.

Scope of work

In order to demonstrate the value and cost-effectiveness of applying NbS for disaster risk reduction, pilot NbS projects are designed in Albania and Serbia to provide evidence of the effectiveness and efficiency of implemented NbS on the ground. A robust monitoring and evaluation framework will be developed based on ADAPT proposal's results framework. The framework will include specific gender indicators to enhance Eco-DRR monitoring and evaluation as well as socio-economic data. The outcomes of such an evaluation can provide insights into potential follow-up actions and possibilities for scale-up. Furthermore, by monitoring the impacts of chosen interventions, it will become possible to advocate for the mainstreaming of Nature-based Solutions as well as additional sites, where their application is of high potential. Development of MEF for the pilot sites in Albania and Serbia is planned to be carried out simultaneously with the pilot project design and therefore. MEF will also support the development of financing and management plans for the two pilot sites. Project Advisory Group and Nature-based Solutions Coordination Groups in Albania and Serbia will be consulted on the MEF along the way.

The MEF to be designed and implemented will have multiple objectives:

- Provide sufficient, adequate and timely data and information to assess progress against the ADAPT objectives as outlined in the ADAPT programme document and its Logical Framework – overall objectives, outcomes and outputs;
- To inform and support the ADAPT adaptive management;
- To provide a model for the establishment of MEF for future Nature-based Solutions projects and programmes;
- To facilitate the identification and consolidation of lessons learnt – including on monitoring and evaluation practices for Nature-based Solutions interventions.

Besides solid experience with monitoring, evaluation and verification the consultant should ensure effective interdisciplinary coordination, working with the project design expert, gender expert, climate change policy expert, thematic experts (biodiversity, GIS and socio-economic and gender) and Green Climate Fund expert.

A number of deliverables will be supported by or contribute to project activities and products that will draw on the work of other external experts as described for each task below.

Specific tasks

The consultant will work closely with IUCN's project management team, technical personnel from the pilot sites in Albania and Serbia, relevant local consultants and/or experts and will be responsible for the following tasks:

1. This consultancy will lead **the development of a Monitoring and Evaluation Framework (MEF) for the 2 ADAPT pilot sites**, which should include the definition of appropriate indicators for each project as well as means of verification. The Consultant will ensure the MEF is designed in such a way as to monitor and disseminate evidence on NbS benefits and assess positive contributions to DDR, climate adaptation/mitigation, social cohesion and equity, protection of environment and better livelihoods. The Consultant will make sure to include indicators for women and women-led organisations that will be trained and equipped as agents of change and to manage NbS interventions in the long term.
2. **Design and perform 2 trainings on MEF tailored to the 2 pilots.**

- a. **Conduct a MEF capacity and resources needs assessment (human capacity and equipment).** Identification of monitoring and evaluation equipment and training needs, through consultation with the ADAPT Project Management Team (PMT) and ADAPT project partners and end beneficiaries,
 - b. **Design all necessary training materials,** define participants list in consultation with ADAPT PMT and beneficiaries and perform the trainings. Target audience includes national and local authorities or other relevant stakeholders.
- 3. Support with the integration of key MEF considerations and needs the development of a methodological guidance for the preparation and design of Nature-based Solutions projects.** This task will be led by the Project Design Consultant and it should detail every necessary step for the development and implementation of a pilot on the ground. It is envisaged that the main phases in an NbS pilot project planning and development include the following stages but are not limited to:
- a. **Planning and preparatory phase:**
 - i. definition of project scope, budget and timeline
 - ii. pilot site identification through stakeholder consultations and best available science,
 - iii. socio-economic, gender and environmental baseline assessments,
 - b. **Project design & permitting phase:**
 - i. detailed project design with regards to restoration measures
 - ii. development of a comprehensive monitoring and evaluation framework
 - iii. design a management plan, that will clearly spell out a protocol for operational management of the pilot, will define clear roles, responsibilities and budget needs for maintaining and monitoring the pilot site
 - iv. design a financial plan, that will recommend solutions for meeting the financial needs especially with regards to maintaining the pilots after the project lifetime.
 - v. application for all necessary permits and approvals
 - c. **Pilot operational phase:**
 - i. real-life monitoring of pilot activities and maintenance work,
 - ii. Adaptive management actions if needed
- 4.** The consultancy will also provide relevant inputs for **the sustainability and scale-up of the ADAPT project:**
- Contribute with monitoring, evaluation and verification elements to the development of a framework and methodology for policy mapping, review and analysis (delivered by the Climate Change Policy Expert)
 - Contribute with monitoring, evaluation and verification elements to the development of a large-size Nature-based Solutions project for submission to a major global funding facility (delivered by the GCF Expert).
- 5.** This consultancy will **fine tune the ADAPT project overall Monitoring, Evaluation and Learning (MEL) guidance note** that provides both a conceptual basis for framing the process of monitoring and evaluating the progress and performance of the ADAPT as well as guidance on the approaches and tools that can be used to monitor progress against the ADAPT results.
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Expected deliverables and tentative timeframe

	Deliverables	Tentative timeframe for pilot site Serbia
1	Draft Monitoring and Evaluation Framework (MEF) for the 2 ADAPT pilot sites	15 April 2022
2	Final Monitoring and Evaluation Framework (MEF) for the 2 ADAPT pilot sites	6 May 2022
3	MEF capacity and resources needs assessment (human capacity and equipment) Design and perform 2 trainings on MEF for the 2 pilots	20 May 2022 3 June 2022
4	Support the development of a methodological guidance for the preparation and design of Nature-based Solutions projects	April-May 2022

5	Provide relevant inputs for the sustainability and scale-up of the ADAPT	TBC (match with Project Design and GCF Experts timeline for activities)
6	Fine tune the ADAPT project overall Monitoring, Evaluation and Learning (MEL) guidance note	15 June

The timeframe for the development of the Albanian pilot site MEF will be agreed with the Consultant as the design of the Albanian pilot site advances.

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 Monitoring and Evaluation Framework consultant and the ADAPT project management team.

Methodology

The main document available is the ADAPT Monitoring, Evaluation and Learning Guidance Note, this document intends to provide guidance to establish the Monitoring and Evaluation (M&E) Framework for the ADAPT programme. It provides both a conceptual basis for framing the process of monitoring and evaluating the progress and performance of the ADAPT as well as guidance on the approaches and tools that can be used to monitor progress against the ADAPT results as outlined in its Logical Framework (Annex xx), therefore facilitating reporting to the donor (SIDA), as well as meeting programmatic accountability, learning and communication needs. This Guidance note also aims at informing the framing of the ADAPT mid-term review and final evaluation.

This guidance also provides inputs to the development of the Monitoring and Evaluation Framework (MEF) for the ADAPT Nature-based solutions (NbS) pilot projects in Albania and Serbia.

Resources

Read more about the ADAPT project, guidelines and tools related to Nature-based Solutions and Monitoring and Evaluation:

1. [IUCN Global Standard for Nature-based Solutions](#)
2. [ADAPT project](#)
3. [IUCN Monitoring and Evaluation Policy, 2015](#)
4. [ADAPT Mid-Term Review, 2021](#)
5. [Green Agenda for the Western Balkans](#)

Duration of the assignment

The duration of this assignment will last over the period from the signing of the contract to **30 December 2022** to allow for enough time for all steps in the development of the pilot projects to take place in both Albania and Serbia.

Meetings and travel

The consultant may be requested to participate in a number of physical meetings and consultations. This will require travel that will be subject to IUCN's travel policy and potential COVID-19 travel restrictions in place at the time of planned travel.

Where possible in-person meetings will be prioritised, but if these are not possible due to COVID-19 travel restrictions and measures, then virtual meetings and validations will take place.

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

Responsibilities and communication

The consultant is mandated by IUCN for all the tasks and deliverables mentioned in above sections. All

deliverables need to be submitted to IUCN ECARO in English by the given deadline.

Pricing information

The maximum available budget for this consultancy is estimated at **EUR 23,000**, excluding assignment-related travel costs. All costs i.e. accommodation, transport and subsistence costs will be reimbursed based on real costs incurred.

Experience and qualifications

The consultancy is open to individuals with the following expertise:

- Five (5) to ten (10) years of demonstrated experience in the monitoring and evaluation of projects, programmes as well as development of MEF for pilot sites with a focus on conservation
- Demonstrated experience in designing monitoring and evaluation frameworks
- Knowledge and expertise on Nature-based Solutions highly desirable
- Excellent analytical skills and proven record of preparing similar monitoring frameworks and reports.
- Experience in the Western Balkan region and understanding of the regional and national climate change policy landscape is an advantage
- Demonstrated experience of working in collaboration with government agencies, international and nongovernmental organisations (NGOs)
- Proven knowledge of global and EU frameworks and agreements relevant for climate change adaptation and disaster risk reduction, including the Paris Agreement, the Sendai Framework, Agenda 2030, EU policy etc.
- Excellent 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 85%, Financial Weighting Factor 15%, 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. Experience in design of monitoring, evaluation and verification frameworks with a particular focus in conservation, biodiversity, Nature-based Solutions	40
2. Quality of the project methodology and work plan.	30
3. Understanding of the regional Western Balkans context.	15
4. Price score.	15
Total Score	100

A Price Score (PS) is assigned to all Proposals applying the following formula:

$$PS = 15 \times LP/PP$$

Where:

PS is the Price Score of the offer under evaluation;

15- is the maximum score in points obtainable in the Price evaluation;

LP is the value of the lowest Budget (a sum of the Staff Input Budget and the Expenses Budget) offered by all Proposals in the Price evaluation;

PP is the value of the Budget (a sum of the Staff Input Budget and the Expenses Budget) offered through the Proposal under evaluation.

The contract will be awarded to the Proposal, which has obtained the highest total score.

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
- Candidate's background, including CV
- List of similar projects within the last 5 years
- At least one relevant example demonstrating the expert's experience with hydrological engineering, nature-based solutions applied to the water management sector and/or disaster risk reduction, riverbanks and wetland restoration, ecological/ecosystem restoration.
- Project methodology, including a description of how the expert intends to undertake the delivery of tasks, providing justification of the approach
- Work plan
- Contact details of 3 referees, familiar with the proponent's experience

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 be amended at IUCN's discretion.

CONSULTANCY AGREEMENT (the "Agreement")

between

IUCN, International Union for Conservation of Nature and Natural Resources, an international association established under the laws of Switzerland, with its World Headquarters located at Rue Mauverney 28, 1196 Gland, Switzerland operating in Serbia through its Regional Office for Eastern Europe and Central Asia IUCN ECARO (hereafter "**IUCN**"),

and

[name of other party], domiciled at [address], [country] (hereafter "**Consultant**")

IUCN and the Consultant shall be referred to herein individually as a "Party" and together as the "Parties".

PREAMBLE

Whereas the mission of IUCN is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable;

[OPTION 1] **Whereas** IUCN has received a donation from [name of the Donor] (hereafter the "Donor") to implement the Project [insert the name] (the "Project") and wishes to benefit from certain skills and abilities of the Consultant with the aim of providing IUCN with assistance and support in [describe the activities for which support is expected from Consultant].

[OPTION 2] **Whereas** IUCN wishes to obtain advisory and consulting services from the Consultant [for XXX or in the area of XXX] and the Consultant agrees to assist IUCN with such services under the terms and the conditions set forth in this Agreement.

Whereas the Consultant has represented to IUCN that it has the required expertise and experience;

Now therefore the Parties agree as follows:

1. SERVICES

1.1 The Consultant will [short description of the services] and perform the tasks and deliver the deliverables no later than the agreed deadline(s) as set out in the terms of reference attached as Annex I (the "Services").

1.2 IUCN reserves the right to request any reports (progress, financial or otherwise additional to those required under the Agreement), which could be considered to be reasonably required to evidence satisfactory performance under the Agreement.

1.3 The Consultant shall not subcontract the Services to third parties without the prior written consent of IUCN. However the Consultant may under his/her own responsibility use the services of others provided such services are of an auxiliary or clerical nature.

2. TERM

This Agreement comes into effect on [date] [or] [upon its signature by both Parties] (the “Effective Date”) and will expire on [date] (the “Expiration Date”).

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)**] (“the Remuneration”) based on [number of days] days of work at a daily rate of [daily rate] as follows:

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 IUCN shall make payments to the Consultant’s bank account (to be opened in the name of the Consultant 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)]. 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.

7. CONSULTANT'S WARRANTIES AND UNDERTAKINGS

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 affairs of IUCN except as required by IUCN in connection with the Consultant's performance of this Agreement 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.

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 provisions of the Services and the Intellectual Property created or arising from the provision of the Services.

11. LIABILITY

The Consultant agrees to indemnify and hold IUCN harmless from any and all losses and damages that IUCN may incur as a result of Consultant's actions or omissions in rendering the Services or the breach of any of the Consultant's obligations contained in this Agreement.

12 COMMUNICATION AND NOTICES

12.1 All correspondence and notices in connection with the implementation of this Agreement must be directed as follows:

IUCN Contact Person	Consultant Contact Details
[name]	[name]
[title]	[title]
[name of IUCN Programme/Office]	[name of IUCN Programme/Office]
[address]	[address]
[phone]	[phone]
[email]	[email]

12.2 In case the Contact Person is being changed, the authorized representative of each Party shall notify the other Party in writing (email accepted).

13 FRAUD, CORRUPTION AND ETHICS

13.1 The Consultant shall comply with the terms of the IUCN's Code of Conduct and Professional Ethics for the Secretariat, available at 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 at http://cmsdata.iucn.org/downloads/anti_fraud_policy.pdf, which by signing this Agreement, the Consultant confirms he/she has reviewed and accepted.

14 TERMINATION

14.1 Termination for cause

14.1.1 IUCN reserves the right to terminate this Agreement in whole or in part, upon written notice with immediate effect in the event that the Consultant:

- i. has falsified or provided inaccurate, incomplete or misleading information in any documentation provided to IUCN;
- ii. defaults in carrying out any of its obligations under this Agreement;
- iii. has engaged in illegal acts, including, without limitation fraudulent or corrupt actions as defined in Code of Conduct and Professional Ethics for the Secretariat and IUCN's Anti-fraud Policy (hereafter referred to as a "Fraud");

14.1.2 If it is determined that the Consultant has committed Fraud in competing for or in the performance of this Agreement, all expenditures incurred under this Agreement shall be undue and the Consultant shall promptly reimburse IUCN for all expenditures incurred in the performance of this Agreement.

14.2 Termination for lack of Donor funds

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.

14.3 Termination for force majeure

The performance of this Agreement by either Party is subject to acts of God, war, government regulations, disaster, strikes (excluding strikes of respective Parties' personnel), civil disorders, curtailment of transportation facilities, or other emergencies making it illegal or impossible for either Party to perform its obligations. This Agreement may be terminated unilaterally without compensation for any one or more of the foregoing reasons by written notice from one Party to the other.

14.4 Effects of Termination

In the event of termination under this article, the Consultant shall within thirty (30) days of termination, and at IUCN's request:

- 14.4.1 to the extent possible, complete the Services subject to the Remuneration made available until the date of termination and stop all ongoing activities;
- 14.4.2 refund to IUCN any advance payments received in excess of the total expenditure incurred as evidenced in the invoices submitted to IUCN,
- 14.4.3 reimburse IUCN for any expenditures made in breach of the terms of this Agreement; and
- 14.4.4 submit final technical and financial reports and any other materials, deliverables, works or other outputs created as at the date of termination under this Agreement.

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 experts in the Consultant's 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]

PART 6 – DEFINITIONS

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

Contract	Means any contract or other legal commitment that results from this Request for Proposals.
Contractor	Means the entity that forms a Contract with IUCN for provision of the Requirement.
Instructions	Means the instructions and conditions set out in Part 1 of this Request for Proposals.
IUCN	Means IUCN, International Union for Conservation of Nature and Natural Resources.
IUCN Contact	Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.
Proposal	Means a written offer submitted in response to this Request for Proposals.
Proposer	Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.
Requirement	Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.
RfP	Request for Proposals