



Request for Proposals (RfP) Consultancy on Promoting Youth Engagement



RfP Reference: RAM-24-07-015

Welcome to this Procurement by the Secretariat of the Convention on Wetlands (called “the Secretariat” for the rest of this document). The Secretariat is hosted by IUCN, you therefore may come across a mention of 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. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any Secretariat or IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your Proposal.

Secretariat Contact: Beom-Sik YOO; Senior Regional Advisor for Asia/Oceania;
yoo@ramsar.org

3. PROCUREMENT TIMETABLE

- 3.1. This timetable is indicative and may be changed by the Secretariat at any time. If the Secretariat decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
12 August 2024	Publication of the Request for Proposals
15 August 2024	Deadline for submission of questions
25 August 2024	Deadline for submission of Proposals to the Secretariat (“ Submission Deadline ”)
29 August 2024	Clarification of Proposals
6 September 2024	Planned date for contract award
24 September 2024	Expected contract start date

- 3.2. Please email the Secretariat contact to express your interest in submitting a Proposal by the deadline stated above. This will help the Secretariat to keep you updated regarding the procurement.

4. COMPLETING AND SUBMITTING A PROPOSAL

- 4.1. Your Proposal must consist of the following four separate documents:
 - Signed Declaration of Undertaking (see Attachment 2)

- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

- 4.2. Your Proposal must be submitted by email to the Secretariat Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the Proposal, or your own surname if you are bidding as a self-employed consultant. Your Proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the Secretariat Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

- 4.3. *Pre-Qualification Criteria*

The Secretariat will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to the Secretariat. Please provide the necessary information in a single, separate document.

Pre-Qualification Criteria	
1	3 relevant references of clients similar to the Secretariat / similar work
2	Confirm that you have all the necessary legal registrations to perform the work

- 4.4. *Technical Proposal*

The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at the Secretariat's discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with the Secretariat's approval.

The Secretariat will evaluate Technical Proposals with regards to each of the following criteria and their relative importance:

	Description	Information to provide	Relative weight
1	Proven experience in engaging youth at the international level	Examples of relevant similar projects	25
2	Proven experience and familiarity with multilateral processes and the Convention	Examples of previous experience and outcomes	25
3	Demonstrated understanding of the project and required outcomes	An expression of interest including details of the proposed approach to the project that is clear, realistic and feasible to implement within the proposed timeline and budget	25

4	Competent staffing level for the project	CV of the consultant and/or team members and contact details of at least two referees	25
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.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. The Secretariat will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your Financial Proposal.

4.5.3. *Applicable Goods and Services Taxes*

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

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in CHF.

4.6. Additional information not requested by the Secretariat should not be included in your Proposal and will not be considered in the evaluation.

4.7. Your Proposal must remain valid and capable of acceptance by the Secretariat for a period of 90 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

You may freely withdraw or change your Proposal at any time prior to the submission deadline by written notice to the Secretariat Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. **EVALUATION OF PROPOSALS**

5.1. *Completeness*

The Secretariat will firstly check your Proposal for completeness. Incomplete Proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only Proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

Your Proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high.

5.3.2. *Minimum Quality Thresholds*

Proposals that receive a score of '0' for any of the criteria will not be considered further.

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your Proposal's overall technical score.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your Financial Proposal.

Thus, for example, if your Financial Proposal is for a total of CHF 100 and the lowest Financial Proposal is CHF 80, you will receive a financial score of $80/100 = 80\%$

5.5. *Total Score*

Your Proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical:	70%
Financial:	30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$.

Subject to the requirements in Sections 4 and 7, the Secretariat will award the contract to the bidder whose Proposal achieves the highest total score.

6. EXPLANATION OF PROCUREMENT PROCEDURE

- 6.1. The Secretariat is using the Open Procedure for this procurement. This means that the contracting opportunity is published on the Secretariat'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 Secretariat 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 3.1 above. Late Proposals will not be considered. All Proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated 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. The Secretariat does, however, reserve the right to cancel the procurement and not award a contract at all.
- 6.4. The Secretariat 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. The Secretariat will query any obvious clerical errors in your Proposal and may, at the Secretariat'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
 - Not bankrupt or being wound up
 - Never been guilty of an offence concerning your professional conduct
 - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).
- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your Proposal which parts of the goods/services are provided by each partner or sub-contractor.
- 7.5. Each bidder shall submit only one Proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a Proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one Proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the Proposals with the bidder's participation to be disqualified.
- 7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:
- It is unacceptable to give or offer any gift or consideration to an employee or other representative of the Secretariat or IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give the Secretariat the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
 - Any attempt to obtain information from an employee or other representative of the Secretariat or IUCN concerning another bidder will result in disqualification.
 - Any price fixing or collusion with other bidders in relation to this procurement shall give the Secretariat the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

- 8.1. The Secretariat follows the European Union's General Data Protection Regulation (GDPR). The information you submit to the Secretariat as part of this procurement will be treated as confidential and shared only as required to evaluate your Proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, the Secretariat is required to retain your Proposal in its entirety for 10 years after the end of the

resulting contract and make this available to internal and external auditors and donors as and when requested.

- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give the Secretariat express permission to use the information you submit in this way, including personal data that forms part of your Proposal. Where you include personal data of your employees (e.g. CVs) in your Proposal, you need to have written permission from those individuals to share this information with the Secretariat, and for the Secretariat to use this information as indicated in 8.1. Without these permissions, the Secretariat will not be able to consider your Proposal.

9. 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).

10. CONTRACT

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

11. ABOUT THE CONVENTION ON WETLANDS

The Convention on Wetlands (also known as the Ramsar Convention) is an international treaty focused on wetlands. It provides a platform of 172 Contracting Parties (countries) working together for wetland conservation and sustainable use, and to develop the best available data, advice and policy recommendations to realize the benefits of fully functional wetlands to nature and society. Parties to the Convention have already committed to maintaining the ecological character of over 2,400 "Wetlands of International Importance" (or "Ramsar Sites") covering more than 250 million hectares.

<https://ramsar.org>

12. ATTACHMENTS

Attachment 1 *Terms of Reference*

Attachment 2 *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*

Attachment 3 *Contract Template*



Attachment 1

TERMS OF REFERENCE

Consultancy to conduct a comprehensive scoping study to enhance youth engagement in the decision making processes of the Convention on Wetlands

BACKGROUND

The [Convention on Wetlands](#) (hereinafter referred as the Convention) is an intergovernmental treaty, which provides the framework for national action and international cooperation for the conservation and sustainable use of wetlands. It was the first of the modern global multilateral environmental agreements (MEAs) and remains the only MEA dedicated to the conservation of a specific critical ecosystem.

The Secretariat of the Convention (hereinafter referred as the Secretariat) has its headquarters in Gland, Switzerland, where the International Union for Conservation of Nature (IUCN) provides legal status and related administrative services for the Secretariat support Contracting Parties in the implementation of the Convention.

The 14th Meeting of the Convention on Contracting Parties adopted [Resolution XIV.12](#), which mandated the establishment of the Youth Working Group (YWG). The priority tasks of the Working Group are to:

- i. advise and participate, where appropriate, in the Working Group to develop the new Strategic Plan (SP5);
- ii. identify capacity-building activities to assist Contracting Parties to implement strategies to engage youth (see paragraph 13 of the present Resolution);
- iii. report to the Standing Committee, including making any recommendations about capacity building and policy guidance for Contracting Parties; and
- iv. develop a joint work plan with the Secretariat that aims to support Ramsar national Youth Focal Points; align the youth activities of the Convention on Wetlands with the youth networks, programmes and consultative bodies under other United Nations environmental bodies and multilateral agreements; coordinate a youth-focused side event and enable youth participation at meetings of the Conference of the Contracting Parties; and develop youth-focused messaging and programme materials for World Wetlands Day.

The Youth Workplan was finalised and endorsed in February 2024 and is available online [here](#). The Youth Workplan was developed from a consultancy report of the outcomes from two youth workshops (funded through the Convention) in March 2023, followed by a series of draft consultations over the next 10 months. The workplan is structured into 4 themes aligning with the main activities identified in the Youth Resolution. Under the themes, key outcomes/outputs are identified, with tasks listed to achieve them. There is a total of 48 tasks. Some tasks are without co-contributors; however, we expect that more Contracting Parties (CPs) will volunteer as implementation progresses and more contributors have confidence in it.

PURPOSE

The Secretariat seeks a consultant or consulting agency to assist the Secretariat with some of the governance tasks of the Youth Workplan, by conducting a scoping study that identifies and analyses effective strategies for increasing youth engagement in the decision-making processes of the Convention, including guidance on youth engagement at national and Convention processes. The consultant should assess the experiences and the best practices of youth engagement from other MEAs and environmental UN organisations, particularly those related to biodiversity and water, and make suggestions applicable to the Convention on Wetlands, within the context of the Youth Workplan.

The outputs of the consultancy should support the progress of the following [Youth Workplan](#) tasks:

- 1.4.5: Establish systems/ processes to make it easy for Contracting Parties (CPs) to know how to engage with the collective of youth organisations, to enable them to bring youth into spaces
- 2.1.1: YWG to produce guidance on which negotiating and decision-making spaces to access (and why) and share with the Community of Practice over the next 2-3 years. Discuss and develop the guidance via the Community of Practice activities.
- 2.2.1: Undertake research to learn from other youth engagement activities, such as in Stockholm 50, about why, how and what to bring to the table to make impact
- 2.4.2: Engaging with government on government-owned wetlands
- 2.4.3: Co-design with government on projects
- 2.4.4: Leadership for today and the future - Consider creating a training module to explore together what leadership in wetlands conservation looks like today as young people, in different roles
- 3.3.1: Engage CPs in the discussion around recognising wetlands conservation and restoration roles as core to youth employment strategies
- 3.6.1: Identify and explore with CPs ways to integrate youth considerations into existing and new wetlands policies, strategies, processes and programmes

SCOPE OF WORK

At the end of the consultancy, the consultant or the consulting agency will have undertaken the following activities, with a report presenting the outcomes (e.g., the guidance and processes described below), and a short presentation to the Youth Working Group:

2.2.1: Undertake research to learn from other youth engagement activities:

- Collected and analysed information, including through a literature review, from the following MEAs and UN organisations, including but not limited to: CBD, CITES, CMS, World Heritage Convention, UN-Habitat, UNFCCC, UNCCD, UNDP, UN FAO, UNEP and UNEA.
- Sourced information from both the perspective of the MEA or UN organisation and the relevant youth organisations, such as: YOUNGO, Global Youth Biodiversity Network (GBYN), UNEP Children and Youth Major Group (CYMG), CITES Global Youth Network (GYN), UNCCD Youth Caucus, Youth Co:Lab, Global Indigenous Youth Caucus (GIYC), etc.
- Where further information was required, interviewed a representative number of individuals working directly on building youth participation at the multilateral processes.
- Produced a consultation report that:
 - Identifies major youth groups working in the MEA space that have systematically engaged youth, and summarises their current organisational structure and activities;
 - Analyses as to how youth are currently involved in the MEA decision making processes and what legal provisions exists to facilitate these processes. This should be done in reference to specific agencies or treaties and should include a comparison of their approaches;
 - Evaluates the progress and success of involving youth in decision making within the MEA space, highlighting best practices and the lessons learned;

2.1.1: produce guidance on which negotiating and decision-making spaces to access (and why):

- Based on assessment of successful engagement in other MEAs, recommends on how these best practices could be applied within the context of the Convention on Wetlands, considering current opportunities and challenges.
- Suggests mechanisms to monitor the effectiveness and progress of youth engagement in decision making processes within the framework of the Convention.
- Lead the discussion with the YWG to finalise a draft guidance. (Expectation (for internal purpose: executive summary of 2-4 pages and body of text of 18 pages max. (excl. summary, annexes and bibliography))

1.4.5: Establish systems/ processes to make it is easy for Contracting Parties to know how to engage with the collective of youth organisations, to enable them to bring youth into spaces:

- Conduct a literature review of best practices in youth engagement at the national level.
- Suggests generalised processes for how the guidance can be implemented by Contracting Parties within their national government context
- This includes recommending mechanisms specific to the following activities:
 - 2.4.2: Engaging with government on government-owned wetlands
 - 2.4.3: Co-design with government on projects
 - 2.4.4: Leadership for today and the future - Consider creating a training module to explore together what leadership in wetlands conservation looks like today as young people, in different roles
 - 3.3.1: Engage CPs in the discussion around recognising wetlands conservation and restoration roles as core to youth employment strategies

3.6.1: Identify and explore with Contracting Parties ways to integrate youth considerations into existing and new wetlands policies, strategies, processes and programmes

- Research common examples of pathways for integration among all Contracting Parties
- Develop generalised guidance for all Contracting Parties, with consideration of differences between developing and developed countries, and with the feedback of Contracting Parties

Other Responsibilities:

- Collaborate with the YWG (and participating Contracting Parties) to gather input and ensure outputs are practical.
- Maintain communication and provide timely updates on the work to the Secretariat.
- Be available to present the report to YWG meeting or an event, which shall be discussed and scheduled during the consultation period.

CONSULTANCY TIMELINE

Start Date: 24 September 2024

Submission of Draft guideline: 15 October 2024 (draft guidance should be submitted by this date for further input)

Consultation with the YWG: 15 November 2024

Submission of the 1st Draft of the Report: 30 November 2024

Submission of the 2nd Draft: 15 December 2024

Feedback on the 2nd Draft: 15 January 2025

Submission of the final Report: 1 February 2025