



**Request for Proposals (RfP)**  
**Consultancy Services for the Development of a Sustainable**  
**Small Grants Community-Based Action Program**  
**to Promote Suitable Sustainable Livelihood Activities for Recyclable Plastics**

**International Union for Conservation of Nature and Natural Resources**  
**Regional Office for Mexico, Central America and the Caribbean**  
**Country: Antigua and Barbuda, Grenada, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines**  
**Name of the Project: Closing the Caribbean Plastic Tap**  
**Budget Line: PA04015.O1-DR04015.CS**  
**AOP Code: 25-PT01**

*Interested Proposers are hereby invited to submit a technical and financial proposal for the aforementioned Consultancy Service Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.*

## **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.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 18,000 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](http://www.iucn.org)  
<https://twitter.com/IUCN/>

## **2. REQUIREMENTS**

- 2.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference).

## **3. CONTACT DETAILS**

- 3.1. During the course of this RfP, from its publication to the award of a contract, you may not contact or discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Procurement Officer, email [procurement.ormacc@iucn.org](mailto:procurement.ormacc@iucn.org)

#### 4. PROCUREMENT TIMETABLE

4.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, that will be informed.

DATE	ACTIVITY
21/04/2025	Publication of the Request for Proposals
29/04/2025	Deadline for submission of questions
06/05/2025	Deadline for submission of proposals to IUCN (" <b>Submission Deadline</b> ")
08/05/2025	Clarification and evaluation of proposals
10/05/2025	Planned date for contract award
20/05/2025	Expected contract start date

4.2. Send an email to the IUCN contact to register an email address to receive notifications or clarifications of this bidding process, bidders in turn will be able to confirm if they intend to submit a Proposal before the deadline indicated above.

4.3. IUCN reserves the right to issue responses to any question to all Bidders, unless the Bidder making the inquiry expressly requests, at the time of inquiry, that it be kept confidential. If IUCN considers the content of the question and/or the answer to be non-confidential, it will inform the Bidder, who will have the opportunity to withdraw the question.

4.4. At any time before the deadline for submitting Proposals, IUCN may amend the RFP and will send all Bidders who have notified their interest or, failing that, registered an email to receive notifications, and it will be disclosed in the media used. For this end.

4.5. If the amendment is substantial, IUCN may extend the deadline for submission of Proposals in order to allow Bidders a reasonable time to take the amendment into consideration in their proposals.

## 5. PRESENTATION OF THE PROPOSALS

5.1. The Bidder interested in submitting a Proposal must submit the following documents, in the order listed, placing:

### A. ADMINISTRATIVE REQUIREMENTS

- a. Copy of identification document or passport (in case of being a foreigner).
- b. Copy of legal invoice for fees collection.
- c. Copy of resume.
- d. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference (Annex 2).
- e. Signed Declaration of Undertaking (Annex 3a).
- f. Human Resources Questionnaire filled and signed (Annex 4).

### B. FOR CONSULTANCY COMPANIES:

- a. Copy of Certification of Incorporation.
- b. Copy of identification document of the Legal Representative.
- c. Copy of legal invoice for fees collection.
- d. Copy of resumes of the Consulting Team.
- e. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference (Annex 2).
- f. Signed Declaration of Undertaking signed by the Representative of the Consulting Company or, in the case of a Consortium or group of Consultants, signed by each member indicating that they have read and understood the content of the Declaration (Annex 3b).
- g. Human Resources Questionnaire filled and signed (Annex 4).

### C. TECHNICAL PROPOSAL:

- a. The technical proposal must address each of the criteria listed below explicitly and separately, citing the reference number of the relevant criterion (Description column).

	Description	Information to be presented	Relative importance (%)
1	Innovative tools and methodology	Detailed description of work to be implemented. The procedure of the consultancy. Tools and parameters to be used and participants to be engaged.	30%
2	Schedule with logical dimension of time	A matrix of activities with scope of work and timelines to achieve the objective of the consultancy.	20%
3	Technical quality of the proposal	Scope of work Uses evidence-based practices, research, or case studies to support the approach. Demonstrates subject-matter expertise in	25%

		recyclable plastics and associated livelihoods.	
4	Experience and qualifications	Company Profile. CVs of personnel responsible for the consultancy. Evidence of similar deliverables – PDF, link,	25%
TOTAL			100%

- i. IUCN will evaluate the technical proposals with respect to each of the criteria indicated in point i) and their relative importance.
- ii. Proposals in any other format will significantly increase the evaluation time and therefore such proposals may be rejected at the discretion of IUCN.
- iii. When resumes (CVs) are requested, these should be from the people who will perform the specified job. Persons submitted as part of the Proposal may only be replaced with the approval of IUCN.
- iv. In the event that a company or group of consultants applies, in addition to the above information, the following must be specified:
  - Responsible for consulting
  - Composition of the consulting team, specialty of each member.
  - Role and responsibility in the activities/products of each member in accordance with the TOR.

#### **D. FINANCIAL PROPOSAL:**

**Signed by the Proposer, indicating the value of professional services (in USD) in numbers and letters.**

- i. It will be considered that the prices presented include all the costs of fees, insurance, taxes, obligations and risks that must be considered for compliance with the Terms of Reference. IUCN will not accept charges beyond those clearly indicated in the Financial Proposal and that are eligible for the execution of the Contract.
- ii. The Bidder will have to assume the payments corresponding to taxes according to regulations in force in its country; You will have to have health and life insurance up to date; and will assume the bank charges by transfer.
- iii. If local or international trips must be made for the execution of this Contract, the costs will be paid by IUCN through reimbursement and will be governed by the IUCN per diem scale for food and lodging.
- iv. Travel expenses related to the execution of this Contract will not exceed the total amount of (USD11,284) broken down as follows:

Expense type	Maximum amount (USD)
Air travel	7000
DSA	2920
Surface Transportation	500
Accommodation	10110

Other expenses (detailed)	
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- v. For reimbursement of travel expenses, the Proposer must submit a financial report with original invoices/receipts (e.g., transportation, lodging, food and incidentals) to the IUCN Contact Person, in the currency of the Contract, so that the corresponding reimbursement can be processed.
- vi. Expenses related to vehicle maintenance, purchase of electronic equipment, cell phone expenses, consumption expenses or purchase of alcoholic beverages will be considered ineligible expenses.
- vii. Breakdown of the Financial Proposal.

For information purposes, it is recommended that the details of the financial proposal be broken down as follows:

	Description	Quantity	Unit price*	Total price*
1				
2				
3				

\*USD currency

5.2. Additional information not requested by IUCN should not be included in the proposal and will not be subject to evaluation.

## 6. SENDING

6.1. The Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – Proposer name]. The Proposer name is the name of the company/organisation on whose behalf the proposal is being submitted, or the surname of the Proposer in case is bidding as a self-employed consultant. The proposal must be submitted in PDF format. The Proposer 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 (e.g. Dropbox, Google Drive, etc).

**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 IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

## 7. ELIGIBILITY

7.1. N/A

## 8. VALIDITY

8.1. The proposal must remain valid and capable of acceptance by IUCN for a period of 60 calendar days following the submission deadline.

## 9. WITHDRAWALS AND CHANGES

9.1. Proposers may freely withdraw or change their proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

## 10. EVALUATION OF PROPOSALS

### 10.1. Completeness

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

### 10.2. Technical Evaluation

IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

### 10.3. Scoring Method

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

### 10.4. Technical Score

The score for each technical evaluation criterion will be multiplied with the respective relative weight and these weighted scores added together to give the proposal's overall technical score.

### Financial Evaluation and Financial Scores

The financial evaluation will be based upon the full total price submitted. Financial proposals will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds by the total price of your financial proposal.

**The proposals total score will be calculated as the weighted sum of the technical score and financial score.**

The relative weights will be:

<b>Technical:</b>	<b>70%</b>
<b>Financial:</b>	<b>30%</b>

Subject to the requirements in Sections 5 and 7, IUCN will award the contract to the Proposer whose proposal achieves the highest total score.

## 11. EXPLANATION OF PROCUREMENT PROCEDURE

11.1. IUCN is using the Open Procedure for this procurement. This means that only invited bidders may submit a proposal. IUCN typically invites from four to six bidders to submit a proposal.

11.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 3), taking note of the deadline for submission of questions in Section 4.1. 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 in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the Proposer whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

11.3. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 4.1 gives an estimate of when the contract award is expected to be completed, however this date may change depending on how long the evaluation of the proposals takes.

## **12. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

12.1. To participate in this procurement, the Proposers are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

12.1.1. It is responsibility of each Proposer to ensure the submission of a complete and fully compliant proposal.

12.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result will not be consider proceeding further in the procurement process.

12.1.3. IUCN will query any obvious clerical errors in a proposal and may, at IUCN's sole discretion, allow a Proposer to correct these, but only if doing so could not be perceived as giving an unfair advantage.

12.2. In order to participate in this procurement, the Proposer must meet the following conditions:

- Free of conflicts of interest
- Registered on the relevant professional or trade register of the country in which is established (or resident, if self-employed)
- In full compliance with its 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 professional conduct
- Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

12.3. Each Proposer 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 Proposer 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 Proposer's participation to be disqualified.

12.4. By taking part in this procurement, the Proposer 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 IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN 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 IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other Proposers in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

## **13. CONFIDENTIALITY AND DATA PROTECTION**

13.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information a Proposer submits to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate the proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For

audit purposes, IUCN is required to retain the proposals 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.

- 13.2. In the Declaration of Undertaking (Attachment 3) the Proposer needs to give IUCN express permission to use the information submitted in this way, including personal data that forms part of the proposal. Where a Proposer include personal data of employees (e.g. CVs) in the proposal, the Proposer needs to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider the proposal.

#### **14. COMPLAINTS PROCEDURE**

- 14.1. If a Proposer has a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact [sofiamariela.madrigal@iucn.org](mailto:sofiamariela.madrigal@iucn.org). Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 3.1).

#### **15. CONTRACT**

- 15.1. The contract will be based on IUCN's template which terms of which are not negotiable.

#### **16. ANNEXES**

- Annex 1**      *Specification of Requirements / Terms of Reference*
- Annex 2**      *Letter of Interest*
- Annex 3**      *Declaration of Undertaking (select 3a for companies or 3b for self-employed)*
- Annex 4:**      *Human Resources Questionnaire*



**ATTACHMENT 1  
TERMS OF REFERENCE**

**The Regional Office for Mexico, Central America and the Caribbean of the  
International Union for the Conservation of Nature**

**(IUCN-ORMACC)**

**REQUIRES**

**PROFESSIONAL CONSULTANCY SERVICES  
FOR**

**Development of a Sustainable Small Grants Community-Based Action Program to Promote  
Suitable Sustainable Livelihood Activities for Recyclable Plastics**

<b>Type of Contract:</b>	Professional Consultancy Services
<b>Period:</b>	6 months
<b>Availability:</b>	Immediate
<b>Person Responsible for Supervision:</b>	Regional Project Coordinator, Closing the Caribbean Plastic Tap

## **1. BACKGROUND AND JUSTIFICATION**

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### **About IUCN**

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Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organizations and some 18,000 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 people organizations 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](http://www.iucn.org)  
<https://twitter.com/IUCN/>

## About the Project

Closing the Caribbean Plastic Tap is a regional initiative supported by the Italian Ministry of Foreign Affairs and International Cooperation, the Italian Agency for Development Cooperation and implemented by the Regional Office for Mexico, Central America and the Caribbean of the International Union for Conservation of Nature (IUCN ORMACC).

This three-year initiative is intended to build on the recently concluded Plastic Waste Free Islands<sup>1</sup> (PWFI) project and works with five (5) Small Island Developing States (SIDS) in the Caribbean, namely, St. Kitts and Nevis, Antigua and Barbuda, Saint Lucia, St. Vincent and the Grenadines and Grenada. Closing the Caribbean Plastic Tap is part of the IUCN's global Close the Plastic Tap programme.

The objective of "Closing the Caribbean Plastic Tap" is to reduce plastic waste leakage from target SIDS. More specifically, the project seeks to implement effective and social inclusive solutions to advance plastic circular economy. The project builds on the previous work of IUCN in the region and will ensure key stakeholders from governments, private sector, civil society and the general public unite in a learning and leadership network to co-generate and demonstrate demand responsive solutions to plastic waste.

To achieve its primary objective, the project is structured around 4 Outcomes:

- Outcome 1: Identified solutions for recyclable polymers in project countries implemented.
- Outcome 2: Non-Recyclable Polymer Solutions implemented for project countries.
- Outcome 3: Advance policy/legislative actions for effective management of plastics and plastic waste at national and regional levels.
- Outcome 4: Improved knowledge of plastic footprint among target islands.

This ToR is issued under Outcome 1 of the project which seeks to engage and expand best practices identified to develop a SIDS zero plastic waste strategy in each project country. Under this Outcome, better management of recyclable polymers through improved collection and reuse mechanisms among other solutions will be promoted.

This consultancy will design a framework for a Sustainable Small Grants Community-Based Action Program that will promote economic opportunities for women and youth led Small and Medium Enterprises (SMEs) and local communities through recycling, repurposing and reuse of plastic waste. The Small Grants Program will finance scalable and economically viable small-scale business opportunities to ensure the best solutions for **recyclable** plastics are implemented across all five project countries. Additionally, this consultancy will design and conduct training sessions to equip target stakeholders with the necessary skills to develop and submit competitive grant proposals, as well as in developing sustainable business ideas using recyclable plastic waste.

## 2. OBJECTIVES OF THE CONSULTANCY

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### 2.1. General:

- Design a small grants community-based action program to promote suitable sustainable livelihood activities for recyclable plastics in the tourism, fisheries and waste management sectors in Antigua and Barbuda, Grenada, Saint Lucia, St Kitts and Nevis, and St Vincent and the Grenadines.

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<sup>1</sup> <https://iucn.org/our-work/projects/plastic-waste-free-islands>

- Develop and implement one in-person training session per project country to equip SMEs, women, youth, and local communities with the necessary skills to develop competitive grant proposals and sustainable business models that leverage recyclable plastic waste.

## 2.2. Specific:

- Identify and recommend economically feasible sustainable livelihood activities that promote the recycling, repurposing and reuse of plastic waste in the tourism, fisheries, and waste management sectors across the five project countries.
- Develop a comprehensive implementation manual for the small grants program, outlining the program's objectives, eligibility criteria, application and selection processes, funding disbursement procedures, monitoring and evaluation guidelines, and best practices to guide effective execution across the five project countries.
- Design and conduct capacity building sessions in all project countries to provide stakeholders with training and guidance on identified sustainable livelihood activities and in understanding the small grants program's processes and requirements.

## 3. EXPECTED DELIVERABLES

No.	Deliverable	Description
1.	Inception report	<p>The inception report must include an evaluation of livelihood activities that can be financed that promote plastic recycling, repurposing and reuse in the tourism, fisheries, and waste management sectors.</p> <p>Livelihood activities must be coherent with the project's national quantification and material flow analyses, identified alternative value chains and economic assessments<sup>2</sup>. These must also consider, where relevant, the use of approved environmentally friendly alternatives to traditional packaging materials in project countries.</p>
2.	Implementation Manual	<p>The implementation manual will serve as a reference document for both IUCN and potential grantees and shall be developed according to IUCN's Gender Equality and Women's Empowerment Policy, ESMS, Procurement Policy and Procedures for Recipients of Grant Funding from IUCN.</p> <p>Developed in a template approved by IUCN, the manual must include:</p> <ul style="list-style-type: none"> <li>• A list of acronyms and an introduction that establishes the general context.</li> <li>• Definition of key terms</li> </ul>

<sup>2</sup> IUCN will provide the relevant quantification, alternative value chains, and economic studies.

		<ul style="list-style-type: none"> <li>• Project presentation, detailing the small grants mechanism, its objectives, scope, duration, amounts, strategic action lines, eligibility criteria for organisations and proposals, as well as mandatory indicators and evaluation criteria.</li> <li>• Management of the small grants program, covering all relevant aspects from call for proposals to project closure, including evaluation processes, due diligence, and monitoring.</li> <li>• Policies, regulations, and fund management procedures, covering aspects such as financial management, procurement, auditing, reporting, and contractual provisions.</li> <li>• Standards of conduct and grievance mechanism. Relevant annexes such as an application form, the operational structure, the composition of the steering committee and coordination team, as well as a list of relevant IUCN policies.</li> </ul> <p>The total budget allocated for the project's grants program is EUR 400,000. The consultancy is responsible for determining the individual grant amounts based on the identified sustainable livelihood initiatives.</p>
3.	Training curriculum <sup>3</sup>	<p>The training curriculum must include:</p> <ol style="list-style-type: none"> <li>1. A stakeholder list (target audience)</li> <li>2. Content outline, covering the following key areas: <ul style="list-style-type: none"> <li>• Introduction to the Small Grants Program / proposal writing</li> <li>• Overview of plastic waste management and recycling, repurposing, or reuse techniques</li> <li>• Business development</li> </ul> </li> <li>3. Teaching methods and activities</li> <li>4. Training assessment and evaluation</li> </ol>
4.	Final consultancy report	<p>The report summarises all activities, findings, and outcomes of the consultancy. The report also provides recommendations for sustaining the small grants program and supporting long-term impact.</p>

#### 4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant/ Consulting Firm while providing the Services will belong to IUCN.

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<sup>3</sup> The training curriculum must be developed in close coordination with the project's consultancy to design and deliver training sessions on the impact and management of non-recyclable plastics.

## 5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

### 5.1. Activities and programming

Core Activities and programming																									
Objective	Activities	Month 1				Month 2				Month 3				Month 4				Month 5				Month 6			
Identify and recommend economically feasible sustainable livelihood activities that promote the recycling, repurposing and reuse of plastic waste in the tourism, fisheries, and waste management sectors across the five project countries.	<p>Review existing baseline data and identify the most promising opportunities for economically viable livelihood activities (baseline data includes project studies such as the quantification and material flow analyses, alternative value chains and economic assessments).</p> <p>Prioritise and recommend sustainable livelihood activities based on economic viability and market potential.</p> <p>Engage IUCN consultants and key national stakeholders to validate findings and assess livelihood feasibility.</p> <p>Identify possible grantees, with a focus on</p>																								

[illegible]

[illegible]

	<p>Offer targeted support to stakeholders on grant application processes and sustainable business models.</p> <p>Gather feedback and assess learning.</p> <p>Consolidate findings into a final consultancy report.</p>																								
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## 5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
Inception report	6 weeks after signature of contract by both parties	20%
Grant program implementation manual	13 weeks after signature of contract by both parties	20%
Training program	18 weeks after signature of contract by both parties	20%
Final consultancy report	24 weeks after signing the contract	40%

- All products will be paid once delivered to IUCN's complete satisfaction by the Project Coordinator, and the Regional Office of the ORMACC.
- Disbursements will depend on the availability of funds from the donor.
- The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

## 6. TECHNICAL PROFILE

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- Academic background in Environmental Management, Waste Management, Business Development, Education, or related fields.
- Minimum five years' experience in the design of grant mechanisms, including proposal development, eligibility criteria, fund disbursement, and monitoring and evaluation processes.
- Experience in designing and delivering capacity-building programs.
- Knowledge in plastic waste valorisation, including recycling, upcycling, and innovative reuse strategies for economic opportunities.
- Familiarity with environmental regulations and waste management policies.
- Proven experience working with diverse stakeholders, including government agencies, NGOs, private sector actors, and community organisations, with a focus on gender-sensitive and youth-inclusive approaches.
- Ability to deliver culturally appropriate and inclusive training, ensuring content is accessible and applicable to local contexts, especially in the Caribbean.
- Experience with internationally funded sustainability projects.
- Excellent facilitation, training, and communication skills, with fluency in English.

## **7. PERIOD AND COORDINATION**

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The period of the consultancy will be 6 months.

**Form of work (with Unit/Project):** To achieve the products from this consultancy, the consultant is required to work closely with the Regional Project Coordinator and IUCN Programme Officer, Ms Dominique Finegan. The consultant is also expected to work closely and liaise with the other relevant project consultancies, including the Sensitization Trainings for Non-recyclable Plastics, Economic Assessment, and Alternative Value Chains consultancies. Engagement with the relevant national government ministries will be done through the IUCN ORMACC.

## ANNEX 2: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date \_\_\_\_\_.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature \_\_\_\_\_

Full name of the proposer or legal representative \_\_\_\_\_

### ATTACHMENT 3a – SELF-EMPLOYED PROPOSER

**DECLARATION in relation to RfP to develop a sustainable small grants community-based action program to promote suitable sustainable livelihood activities for recyclable plastics in the tourism, fisheries and waste management sectors across the plastic life cycle and build capacity by developing innovation labs in all project countries.**

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorize IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favorable. I acknowledge that IUCN is required to retain my Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerned IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organization.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organization will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labor, sexual exploitation, sexual abuse, or sexual harassment.

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<Date and Signature>



### ATTACHMENT 3b - For Consulting Companies

**DECLARATION in relation to the RfP to develop a sustainable small grants community-based action program to promote suitable sustainable livelihood activities for recyclable plastics in the tourism, fisheries and waste management sectors across the plastic life cycle and build capacity by developing innovation labs in all project countries.**

I, the undersigned, hereby confirm that I am an authorized representative of the following organization:

Registered Name of Organisation (the "Organisation"): \_\_\_\_\_

Registered Address (incl. country): \_\_\_\_\_

Year of Registration: \_\_\_\_\_

I hereby authorize IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favorable. I acknowledge that IUCN is required to retain the 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.

Where the Proposal includes Personal Data as defined by the European Union's General Data Protection Regulation (GDPR), I confirm that the Organization has been authorized by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organization is duly registered in accordance with all applicable laws.
2. The Organization is fully compliant with all its tax and social security obligations.
3. The Organization and its staff and representatives are free of any real or perceived conflicts of interest with regard to IUCN and its Mission.
4. The Organization agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organization acknowledges that IUCN may terminate any contracts with the Organization that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organization's staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organization nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organization.
7. The Organization acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organization will entitle IUCN to terminate all contracts with the Organization with immediate effect.
8. The Organization is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organization complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organization is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organization agrees that it will not provide direct or indirect support to firms and individuals included in these lists.

11. The Organization has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labor, sexual exploitation, sexual abuse, or sexual harassment.

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<Date and Signature of authorised representative of the Proposer>

< Name and position of authorised representative of the Proposer >

## ATTACHMENT 4: HUMAN RESOURCES QUESTIONNAIRE

### HR Questionnaire for Consultancy Contracts

Consultant / Company Name

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Country of Residency

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#### Required Checks

	Yes	No
Are payments linked to deliverables?	<input type="checkbox"/>	<input type="checkbox"/>
Does the consultant have official invoices?	<input type="checkbox"/>	<input type="checkbox"/>

#### Required documents

	Yes	No
Professional insurance/medical insurance policy statement, valid during the project's execution term	<input type="checkbox"/>	<input type="checkbox"/>
Civil responsibility policy: should include at least coverage for physical injuries and/or death of third persons, and coverage for damages to others' property	<input type="checkbox"/>	<input type="checkbox"/>

***The Consultant understands that, in case of answering NO to any of the previous questions, it is his/her responsibility to assume any legal implication or cost that is derived from it to the detriment of IUCN.***

#### Other Assignments

Name other organizations for which the consultant has previously worked for:

Previous assignments with the IUCN (please indicate the last three):

- 1.
- 2.
- 3.

Are you currently working on a consulting with IUCN? If so, please specify the name of the consultancy, the person responsible for the consultancy and the end date.



***For Self-Employed Consultants:***

**Is the Consultant part of one of IUCN Commissions?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please indicate which of the following Commissions:

- \_\_\_\_\_ World Commission on Protected Areas
- \_\_\_\_\_ International Law Commission
- \_\_\_\_\_ Species Survival Commission
- \_\_\_\_\_ Commission on Ecosystem Management
- \_\_\_\_\_ Commission on Education and Communication
- \_\_\_\_\_ Commission on Environmental, Economic and Social Policy

***For Consultant Companies:***

**Is the Company/Organization an IUCN Member?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Consultant Signature: \_\_\_\_\_

Date: \_\_\_\_\_