



Request for Proposals (RfP) Mobile App for the IUCN World Conservation Congress 2020

IUCN Union Development Group/Congress Unit

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Closing Date and Time: 23 August 2019, 14:00 CET

IUCN Contact:

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1. INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. About IUCN

IUCN is a membership Union composed of both government and civil society and indigenous peoples' organisations. It harnesses the experience, resources and reach of its more than 1,300 Member organisations and the input of more than 10,000 experts. IUCN is the global authority on the status of the natural world and the measures needed to safeguard it.

IUCN's official languages and the official languages of the Congress are English, French and Spanish ("Official languages").

www.iucn.org

1.2. About the World Conservation Congress

The World Conservation Congress is IUCN's highest profile event. Held once every four years, the Congress brings together leaders and decision-makers from government, civil society, indigenous peoples, business, and academia, with the goal of conserving the environment and harnessing the solutions nature offers to global challenges. Some 10,000 decision makers from across the globe representing 180 countries including country ministers, industry CEOs and international thought-leaders will participate in over a thousand interactive discussion panels, workshops and high level dialogues to discuss and address compelling issues. The 2016 Congress in Hawai'i generated 21,000 news articles in multiple languages and reached tens of millions of people through social media.

France, will host the next Congress in the city of Marseille, France from 11 to 19 June 2020 at the Parc Chanot. The event has three main components – the Forum, the Members' Assembly and the Exhibition and lasts 9 days in total. After the opening ceremony and a welcome reception on day one, the Forum starts on day two of the Congress and the Assembly starts on day six. The Forum spans four days, and is open to anybody registered, the Assembly also lasts four days and is attended mostly by IUCN Members and observers. The Exhibition, scheduled to be open during 6 days, will welcome both registered and non-registered participants.

Specific information relevant to the IUCN Congress:

- Over 9 days, the Congress welcomes about 10'000 registered participants (including about 700 speakers) and 200 exhibitors, hosts more than 500 [sessions](#) in over more than 60 sessions' rooms as well as more than 1000 events in the exhibition hall; the exhibition area is open to the general public.
- The Congress aims to comply with the highest sustainability criteria including but not limited to reducing paper consumption; it therefore requires a robust electronic solution such as mobile app to communicate in a very efficient way to the Congress participants about all the activities happening during the Congress as well as all the logistical information around the numerous events happening throughout the 9 days.
- The Forum (12 to 15 June 2020) is a hub of public discourse bringing together people from all over the world. The forum includes several hundred sessions of different types: workshops, training courses, high-level dialogues, speaker corner/'meet the expert' sessions, social events and roundtable discussions that explore the depths of conservation and innovation. For 2020, we are planning to hold some 500 Forum events (sessions) run by our Member organizations, Commissions, partners and the IUCN Secretariat (this means that the organisers of each session are different). Some of these sessions require previous sign-up via the registration system but the large majority of events for spontaneous attendance by any registered participants (participants can add these events to their personal agenda).
- The Members' Assembly (16 to 19 June 2020) is a unique global environmental parliament where Member organisations establish environmental policy by adopting Motions, which then become Resolutions and Recommendations. Members also vote on IUCN's Programme of work and Financial Plan for the following four years, elect the IUCN President and Council, and discuss issues of strategic importance for the Union. Additional contact groups meetings for up to 30-80 people are held in smaller rooms nearby (up to 10 in parallel) to discuss specific motions. Total number of sessions in that period is between 50 and 100.
- The Exhibition (12 to 17 June 2020) provides showcasing and networking spaces: 130 small scale, around 15 medium scale and 10-15 large-scale exhibits as well as four central stages. These exhibits will be rented by companies, foundations, IUCN Member organizations and others through an online platform (provided by a third party provider) which allows floor plan location of each booth and online promotion of the exhibitor. The medium and large exhibits as well as the central stages will feature sessions during the Congress that will be included in the online programme. The medium and large-scale exhibits will also feature events that will appear in the online programme. In addition, the Host Country will provide a separate exhibition space called "Espace Génération Nature" which will showcase conservation work and success stories from French civil society, local authorities and private sector entities, displaying the work of these entities on French territory (12 to 19 June 2020). During the Congress, all these exhibits will be open to the registered participants as well as the general public and they can host sessions that will be included in the official programme for the Congress.
- Beginning 1-2 days before the Congress opening and during the Congress, numerous side meetings will also be held at the venue for which participation will be by invitation only. However, these meetings should be visible in the individuals' personal schedule.
- Off-site events in the city of Marseille might be organized outside the official Programme. In addition, excursions will be offered by the Host Country to be purchased by Participants at their leisure.

Participation in the Congress, except in the Exhibition halls, requires being registered. Registration will be handled by a separate provider through an online system (to be accessed through the [Congress website](#)). Registered participants can build their personal agenda and network with other participants. The World Conservation Congress will be a gender-responsive event aiming for equitable participation of women and men and providing a safe and respectful environment free from harassment.

To learn more about the last Congress, visit <https://www.iucncongress2020.org/>

1.3. Summary of the Requirement

IUCN invites you to submit a Proposal for a Mobile App (details provided hereafter) to be used by all participants before and during the IUCN World Conservation Congress 2020. The Mobile app will be based on the information retrieved from the Congress website but also from the IUCN CRM as well as templates and content that will be provided by IUCN. The mobile app will need to follow the IUCN Congress branding. The detailed description of the Requirement can be found in Part 2 of this RfP.

1.4. The procurement process

The following key dates apply to this RfP:

RfP Issue Date	19 July 2019
RfP Closing Date and Time	23 August 2019, 14:00 CET
90 min online presentation of solutions by shortlisted Proposers	12 September 2019 (request to present with exact time will be issued to shortlisted Proposers on 06 September 2019)
Estimated Contract Award Date	30 September 2019

1.5. Conditions

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

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1.6. 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 19 August 2019, 23:59 CET.

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 asked.

1.7. 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.

1.8. Proposal lodgement methods and requirements

Proposers must submit their Proposal to IUCN no later than 23 August 2019, 14:00 CET by email to: congress@iucn.org. The subject heading of the email shall be [RfP – IUCN Congress Mobile App - [Proposer Name]]. Electronic copies are to be submitted in PDF 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. A Proposer may also submit the proposal by link to a web-based file storage system. The Proposer must send the link via email following the above format before the closing date of the RfP.

The Proposal shall comprise two parts, namely the Technical Proposal and the Financial Proposal. These two parts shall be submitted simultaneously in two separate PDF documents. One document shall contain only information relating to the Technical Proposal and the other, only information relating to the Financial Proposal.

IMPORTANT: Submitted documents should 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 no later than 24 August 2019, 11:00 CET, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

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

1.9. 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.

1.10. 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.

1.11. 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.

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

1.12. Evaluation of Proposals

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

2. THE REQUIREMENT

IUCN wishes to provide its Participant for the Congress with a mobile app that allows them to navigate the Congress quickly and to have a swift user experience. The mobile app will be a key element to the communication with the Congress participants as IUCN aims to hold a paperless event (in line with the sustainability objectives of the Congress) and fast and smooth communication via the app is thus critical.

The main challenge faced in Hawaii was the performance of the app due to the heavy data management that was required. Having to manage over 1500 sessions in 60 rooms with more than 700 speakers, 250 landmarks on the interactive floorplan and 8500 participants had an impact on the app performance. Secondly, the 2016 app was not able to integrate with the registration system thus requiring manual uploads of participant data causing wait times and thus frustration by the users. These aspects need to be strongly improved in 2020.

IUCN seeks a contractor to achieve this goal and to develop the 2020 IUCN Congress mobile app for registered Congress participants but also the general public to communicate in a very efficient way about all the activities happening before and during the Congress as well as all the logistical information and changes around the event to complement the information on the Congress website. The number of registered participants ("Participants") is estimated to reach 10'000 in total over the nine days. The number of general public ("General Public") attending the Congress is estimated at 10'000-15'000 per day with the peak attendance expected for 13 and 14 June as well as 17 June. Collectively Participants and General Public are referred to as User(s) for this RfP.

The primary goal is to have a high quality mobile app that guarantees fast performances and a user-friendly experience from the end-user perspective. It will integrate new features in addition to the basic ones offered in the mobile app developed for the 2016 Congress. The mobile app needs to be available for end users in the three official languages of IUCN (English, French and Spanish) as well as to be able to propose the content based on the specific user profile (Participant versus General Public vs. IUCN Staff, etc.).

2.1. Background

For the 2016 Congress, IUCN had a dedicated native single event Congress mobile app in the three official languages (English, French and Spanish) providing all the information about the official programme, speakers, interactive floorplans, list of exhibitors, create your own agenda feature as well as the session surveys and participant messaging. The app was available for registered Participants only. The data from the app was updated through manual uploads including the user data.

2.2. Scope of Work

The Contractor will develop a comprehensive, user-friendly, dynamic, responsive, native and effective Congress mobile app in three IUCN official languages (English, French and Spanish) featuring all functionalities described as priorities in this section 2.2. The mobile app will support User engagement and provide an intuitive user interface.

The IUCN Congress engages a wide range of audiences each with distinct mobile app expectations. The main audiences for the Congress are the General Public, Participants, remote participants and Users still in the process of deciding. Participants are further segmented in the following sub-groups: IUCN Members, members of the IUCN Commissions, session organizers, exhibitors, speakers, media, sponsors, the Host Country, and IUCN staff.

2.2.1. Quality requirements

The following technical requirements will have to be met by the mobile app in order to be considered for evaluation.

2.2.1.1. Integration of mobile app with existing database (API)

IUCN would like to avoid as much as possible manual upload of data. Whenever possible, we would like to implement web integration via API with our various suppliers. The official programme will be built together with our website supplier using the Drupal Content Management Systems technology. The registration user data is handled by our Professional Congress Organiser (PCO) using Key4registration. Much of the Participant and other constituent data that feeds these platforms comes from the IUCN CRM system that uses CiviCRM software.

The mobile app should therefore integrate with the various systems as follows:

- a) With the IUCN CRM to retrieve and update:
 - List of participants
 - User profiles of participants
 - Profiles of all Congress speakers
- b) With the IUCN account database to retrieve
 - Login information
- c) With registration platform to retrieve and update
 - Specific categories of participants who directly sign-up with the registration company and do not go through our portal
- d) With the [Congress website](#) (Drupal Content Management Systems technology) to retrieve and update
 - Full Programme/List of all events (public and private)
 - List of session organisers
 - Relations of session organisers to sessions
 - Relations of Congress speakers to sessions
 - My programme/personal agenda of all participants who created one (note: pending discussions with the selected mobile app provider IUCN may decide to only include the “My programme” and not have this feature in the Congress website)

Certain information like the list of exhibitors or sponsors as well as the maps can be uploaded manually.

2.2.1.2. Security

The mobile application should be designed to high security standards to avoid being compromised, data being stolen, content being changed without approval, etc. Amongst the main points, the following should be covered:

- Source code security: Obfuscation and industry-standard standard techniques should be setup to prevent attackers from understanding or reverse-engineering it.
- Files and database security: If data resides on the device, it should be encrypted to prevent leakage.
- Secure communications: Data should be properly secured when in transit, industry-standard encryption should be used to prevent packet-sniffing and man-in-the-middle threats. User logins /user profiles/user tokens should be secured and comply with GDPR regulations.
- Server side security: Server part of the application should be protected against all common threats like DDOS attacks, site hijacking, FTP access, data thefts, unapproved postings, etc.
- Application validation: Ensuring that data input is validated to prevent malformed data.

2.2.1.3. Data handling

Ability to manage large amount of data with no disruption of the app performance onsite (fast content loads) based on the following indicative numbers (the actual numbers will be determined based on final programme as well as registration numbers and exhibition sales):

- Potential Users: 10'000 Participants and 100'000 Users in total
- Sessions: 1500 (parallel: 90)
- Exhibitors: 200
- Landmarks on interactive maps: 250-300
- Speakers: 700

- Sponsors: 20 (splash page: 2)

2.2.1.4. GDPR compliance

All processing, storing and use of personal data through the app and its interfaces with other systems must be in full compliance with GDPR and the IUCN privacy policy.

2.2.1.5. Languages

The public interface of the mobile app and related systems need to be delivered in English, French and Spanish. All system messages/user prompts must be in the preferred language of the user. IUCN will provide the necessary translations that the Contractor will add to the site. The administration system (internal-facing interface) of the mobile app only needs to be in English.

The working materials and test versions will be delivered in English and the translated versions will be added once IUCN has approved the final English version. English will be the working language during the consultation meetings and email exchanges. Management of content in English, French and Spanish will be the responsibility of IUCN.

2.2.1.6. Segmentation of features based on user profile

The IUCN Congress 2020 will welcome Participants but also the General Public. The mobile app will be able to provide some generic features such as interactive maps or Programme and Practical info to all the Users but enable some features only to Participants or to specific sub-groups as outlined in section 2.2.2 below.

The Contractor will need to provide an overview of how to cluster the content per User group/profile and to indicate whether all app features can be segmented per user groups or whether this is only available for some features.

2.2.1.7. Operating system

Native app compatible with on Apple iOS (minimum requirement is on iPhone 6 and iOS12 and up) as well as android based systems

- App must be compatible with
 - Apple iOS (minimum requirement is on iPhone 6 and iOS12 and up)
 - Android based systems
- Nice to have:
 - If a Windows based version can be provided, this would be a plus (minimum Windows 10).
 - Ideally, the mobile app should also be available as a web app for Users without smartphones; information should be provided about the bandwidth requirements onsite in order not to overload the onsite Wi-Fi.

2.2.1.8. Sponsors advertisement

Sponsor logo display on splash page (allowing for two sponsor logos in addition to Congress logo) as well as an in-app sponsor list and/or banner with logos and link to contact info

2.2.1.9. User-friendliness

Mobile app has a clean design and presentation, loads content fast, and allows an intuitive navigation for Users of all types and backgrounds.

2.2.2. Mobile app features

The list of features that the mobile app should have is organised in three main sections: information features, interactivity features and admin interface/back-end. For each feature, it is indicated whether it is a priority and whether it should be available to all Users, Participants or sub-groups of Participants.

2.2.2.1. Information features

2.2.2.1.1. Programme

Priority feature for all Users.

Display list of all scheduled sessions by day and category (i.e. theme, session type, keyword) with

- link to session details showing speakers (link to speakers) and location (link to Interactive Map) agenda plus link to further details on external Congress website;
- option to search all sessions by keywords or title;
- option to view list of sessions currently in progress and events commencing within the next time period; possibility to display private meetings only to certain participants or groups of participants

2.2.2.1.2. My Programme

Priority feature for Participants.

Ability to create own personal programme by adding a session to My Programme including

- possibility for admin to add sessions to My Programme of individual participants or group of participants (including adding private meetings);
- possibility to “lock” My programme for certain session types where pre-registration was required (upload of relation participants to session in order to display these sessions in those Users’ “My Programme”)
- IUCN had envisaged to enable a “My Programme” feature on the Congress website in addition to the app; the Proposer should indicate whether it has the capacity to pull such info via an API or whether it recommends the mobile app itself for this part and why; if both options are feasible, this should be specified including difference in pricing

2.2.2.1.3. Speakers

Priority feature for all Users.

View and search list of speakers by category and show when and where speakers are speaking (link to Programme)

2.2.2.1.4. Interactive map

Priority feature for all Users.

Option to pinpoint locations of exhibitors, session rooms and other key points of interest on a venue floor plan to allow Users to search for them and navigate venue (estimated landmarks for 2020: 250-300); no GPS location/beacon technology needed.

2.2.2.1.5. Activity Feed

Nice to have feature for all Users.

Latest updates from the Programme, social media, announcements into a single information feed – ideally on first page when opening app.

2.2.2.1.6. Practical Info

Priority feature for all Users.

Practical information about Congress, services, transportation, etc. in a customizable menu.

2.2.2.1.7. My Profile

Priority feature for Participants

Import profiles from IUCN CRM and allow participants to customize their profile, change photo, turn messaging on/off, choose language preference and email and phone privacy settings.

2.2.2.1.8. Push messaging

Nice to have feature for all Users

Broadcasting and scheduling of in-app messages to Users, Participants or group of Participants.

2.2.2.1.9. Search

Priority feature for all Users.

Perform a quick search for information in any of the main features

2.2.2.2. Interactivity features

2.2.2.2.1. Participant list

Priority feature for Participants

Groups the participants into defined categories, and enables app users to navigate the attendee list by category or search across name, job title, area of expertise and/or country.

2.2.2.2.2. Exhibitors

Priority feature for all Users.

Groups the exhibitors into defined categories, and enables Users to search exhibitors by category or basic search; exhibitor profile page includes link to additional information as well as location on Interactive map

2.2.2.2.3. Networking/Messaging

Priority feature for Participants who have accepted this feature in My Profile

Possibility to search for and contact other Participants with same area of expertise/interests via email or in-app;

- Only enabled for Participants who enabled this feature in their profile.
- Settings to avoid spam messages to Participants (only to contact 1 or 2 person at the time).

2.2.2.2.4. Private meeting requests with Participants and inclusion in own agenda

Nice to have feature for Participants

Participants will have the possibility to create their own agenda by selecting the sessions they would like to attend from the official programme. The networking opportunities is something that is also very important at our Congress. Being able to organise private meetings with other Participants is key. To facilitate this, the app should allow to

- Find an available timeslot and request a meeting with another Participant (who has turned on this feature) via messaging.
- Allow invited Participants to accept, decline or propose a different time for a meeting
- Add any accepted meeting as private meeting in both Participants' "My Programme"

Nice to have

- Allow Participants to select a meeting point from several pre-defined locations and show that meeting point on the Interactive map; alternatively, allow Users to add a text as meeting location, which will be displayed in their respective "My Programme".

The Proposer should include cost for the Nice to have in a separate quote if there is an extra cost.

2.2.2.2.5. Social Media

Nice to have feature for all Users.

Link to event-specific Twitter, Facebook, YouTube pages including link to Twitter API to show all relevant tweets with Congress hashtag.

2.2.2.2.6. Session polling

Nice to have feature for Participants

IUCN would like to provide a session polling feature allowing session organisers/speakers to ask questions to their audience to which participants sitting in the session can reply on the Congress mobile app and results can be displayed on the screen in real time. IUCN wants to use these feature for the following session types (**Priorities**)

- Plenary sessions
- High-level dialogues
- Conservation with...
- Conservation action café

This four session types represents a total of about 30 sessions, which will take place between 12 and 15 June 2020. These sessions are mostly organised by staff of IUCN (different individuals per session).

In addition, IUCN would very much like to offer this feature to **(Nice to have)**

- Thematic sessions
- Central stage discussions

The total number of sessions in these two categories is around 200 and they will take place between 12 and 17 June. The session organisers are from different organisations and the mobile app would therefore need to allow these session organisers an admin access to their specific session so they can upload their questions themselves and provide them with a link to include in their PowerPoint.

2.2.2.2.7. The Proposer should include two separate quotes for both the priorities and the nice to have sessions. Session feedback

Nice to have feature for Participants

Standardised survey for all session to allow audience to give feedback (multiple choice or open text).

2.2.2.3. Admin interface/back-end:

User-friendly administration module/back-end (English only) allowing customising content in three languages, export and import data, programming and scheduling of push-messages, etc. Possibility to add edit landmarks on interactive maps and modify directly the content if needed.

2.2.3. Additional features

IUCN recognizes that the above list does not cover the full spectrum of possible features and IUCN welcomes any additional ideas from Proposers that could enhance and improve the user experience. If any additional proposals would add to the cost of the proposal, the Proposer should account for these optional expenses as separate and severable lines in the proposed budget.

2.3. Specific Tasks

The Contractor will develop a complete native mobile app for the Congress including the following:

2.3.1. General services to be provided

- Provide a specific timeline basis for this project as well as the proposed structure of the project team and project approach. The timeline should take into account the following
 - app needs to be ready eight to six weeks before the Congress starts (exact time to be determined with Contractor based on iOS releases)
 - any web app should be available 3 months before Congress
 - Pre-launch testing phase included for all operating systems
 - The app should remain available after the Congress for at least until the end of 2020
- Design and develop a fully trilingual (English, French, Spanish) native Congress mobile app based on the requirements in section 2.2
- Training documentation
- Reporting: app analytics showing use of different features and history of connection

2.3.2. Technical support

- Configuration and set-up
- Publication of the app in the Apple Store and Googleplay Store
- Hosting of the app and standard maintenance (upgrades, system compatibility)
- Training for IUCN staff (one user training for IUCN staff that is sufficient to provide staff with necessary technical understanding on how to use back-end (training can be done online/virtually))

2.3.3. Options

The following are not required tasks of this RfP but should be included as additional options in the Proposal with separate and severable lines in the proposed budget:

- Maintenance support before and after the Congress (Cost for Service Level Agreement)
- Onsite technical support to staff and an app onsite support desk. The technician(s) will be in charge of handling all the onsite registrations and answer Participant questions about the app; quote should show cost per day and number of staff
- Online technical support during the event (11 to 19 June 2020)

- Possibility to customise reports for the mobile app features
- Possibility for Participants to register to some specific sessions that require pre-registration
- Possibility for the Users to enter into an onsite competition like for example earning points for certain activities and to show the ranking
- Other features not listed above that the Proposers' app provides and that can be an added value to the Users

Please list these options in a separate part of your technical proposal as separate and severable lines in the proposed budget.

2.4. Preferred competencies

In addition to the above requirements, IUCN prefers candidates which:

- Have vast experience and proven success in developing similar mobile apps including for major events
- Have teams with all the required competencies in-house
- Are able to identify technological solutions that are fit for purpose
- Are able to help clients navigate technological decisions by clearly explaining risks, benefits and potential alternatives for meeting certain objectives.

2.5. Duration of the assignment

The duration of the Contract will start upon signature of the contract and will end by 31 December 2020.

The mobile app development will follow an iterative process with involvement of IUCN staff for testing and validating the site and systems. This needs to be taken into account when preparing the project timeline and budget.

3. THE EVALUATION MODEL

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

Technical evaluation

The technical evaluation will be carried out in two phases

1. Minimum quality requirements (in line with section 2.2.1)

The Proposal will be screened to evaluate whether the following minimum requirements (First Quality Threshold) are met

- Mobile app is able to integrate with IUCN CRM, user accounts and Congress website
- Mobile app provides maximum level of security as indicated in clause 2.2.1.2
- Mobile app is designed to handle efficiently large amount of data to minimize the loss of performance onsite
- Mobile app is fully trilingual (English, French, Spanish)
- Mobile app features can be segmented per user profile
- Mobile app will be native and compatible with Apple iOS (minimum requirement is on iPhone 6 and iOS12 and up) and with Android-based systems
- Mobile app allows for sponsor advertisement (splash page and in-app sponsor list and/or banner)
- Mobile app is user-friendly

2. Scoring

All Proposals passing the Minimum quality requirements (first quality threshold) will be scored against the criteria in the following table provided they have 8 out of the 10 priority features highlighted in ***bold and italic*** in the table below (second quality threshold):

Evaluation criteria	Maximum attainable points
1. <u>Features</u> a) <u>Information</u> Programme, My Programme, Speakers, Interactive map, Activity feed, Practical information, My Profile, Push messages, Search function	30
b) <u>Interactivity</u> Participant list, Exhibitors list, Networking/Messaging, Private meetings, Social media, Full session polling, Session feedback	30
c) <u>Admin interface/back-end</u>	5
2. <u>General</u> Project management (timeline basis, project team structure and approach), Reporting, technical support, ability to provide app on Windows and/or Web app	20
3. <u>Competency</u> Experience in developing similar apps, Experience of Team	15
Total Technical Score (A)	100

Once the second quality threshold has been met, the proposal will be scored against the evaluation criteria in the table above for all features (priorities and nice to have features) as well as General and Competency sections.

Technical proposals meeting all quality thresholds will have their technical scores normalised by dividing their score by the highest-scoring technical proposal, and converting this value into a percentage to give the Normalised Technical Score. Thus: highest technical score = X%; bid A's technical score = Y%; bid A's normalised technical score = $(Y / X) * 100\%$.

Financial evaluation

The financial evaluation will be based upon the full fixed and firm price submitted in the Proposal. The price of each Proposal that has met the Quality Threshold for the Technical Score will then be normalised by dividing the lowest bid price value by that bid's price value, and this value turned into a percentage (Financial Score). Thus: lowest bid value = CHF X; bid A's value = CHF Y; bid A's normalised financial score = $(X / Y) * 100\%$.

Total Score

The Normalised Technical Score will be multiplied by the Technical Weighting Factor (65%), the Financial Score multiplied by the Financial Weighting Factor (35%) and the two weighted scores added together to provide a Total Score for each bid excluding those that do not meet the two Quality Thresholds.

The proposals with the highest total score will be invited for an online presentation; between 3 and 5 proposals will be shortlisted. The online presentation will consist of showcasing all the app features listed in this RfP that the Proposer is able to provide with a focus on the ones that are not included in the provided demo. The Proposer should be ready to provide further detailed information about the proposal itself as well as answer specific questions on the technicalities of the provided features.

The Technical Score may be adjusted based on the online presentation.

The contract will be awarded to the Proposal that has obtained the highest final Total Score, subject to the Proposal Conditions in Part 1 above, a successful reference check and the following caveat:

IMPORTANT: In the event that the Proposal achieving the highest Total Score is deemed not affordable, IUCN reserves the right to engage in direct negotiation with the 3 (three) highest-scoring Proposers to identify whether any – and, if so, which – aspects of the Requirement may be excluded in order to reduce the total price to an affordable level. In this case, the terms and criteria of the final selection will be communicated to the three highest-scoring Proposers prior to opening the negotiations.

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 in **Annex 1** and include this in your proposal.

4.2. Technical information/Service Proposal

Proposers are required to submit the following details in their technical proposal, in the same order as presented here:

- i. A description of how the technology offered by the Proposer is able to meet the quality requirements listed in section 2.2.1 including information on the system architecture to support large data volume and statistics on guaranteed mobile app availability at previous events (include information on downtime incidents);
- ii. A description of the features offered by the Proposer addressing the features listed in section 2.2.2 including screenshots of the relevant features mobile app and access to 1 or 2 demos that showcases at the minimum the priority features that the Proposer is able to supply as well as the back-end/admin interface;
- iii. A Proposal detailing the Proposer's approach and implementation plan for the development of the mobile app. If the Proposer is based in a different time zone, please add a short paragraph on how you will ensure efficiency in coordinating and delivering services efficiently.
- iv. Details of three relevant examples of past work demonstrating the capacity of the Proposer to produce quality event mobile apps that are comparable to this project (including the amount of data handled); please include contact details of referees for these projects.
- v. An outline of the team that the Proposer will assign to the project for all aspects. .
 - Confirmation that the Proposer will have the personnel and other capacity to develop and deliver the mobile app eight to six weeks before the Congress including publication in the Apple Store and Googleplay platforms;
 - Information on the reporting, training and technical support that the Proposer will provide for the development of this app
- vi. Additional Services –details of additional, related services that the Proposer considers would enhance the User experience.

4.3. Pricing information

4.3.1.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.

4.3.2.Applicable Goods and Services Taxes

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

4.3.3.Currency of proposed rates and prices

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

4.3.4.Rates and Prices

Proposers are required to submit a fixed and firm price for the total of the core services. Within this total, please also provide subtotals for each subset of deliverables as outlined in section 2.2 and 2.3. If the Proposer elects to include optional services, please provide separate fixed and firm prices for each additional service.

Additional costs (if applicable) may include:

- Travel for face-to-face meetings or trainings; unless they are considered mandatory for the implementation in which case they should be included in the fixed price.
- Recommended improvements or additional functionalities not described in this RfP.

5. PROPOSED CONTRACT

Attached below is the proposed Contract for [name of project/requirement]. Proposers acknowledge that this is a standard IUCN contract template and amendments to it will only be accepted in exceptional circumstances, 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 (hereafter "**IUCN**"),

and

[full legal name of other party], established under the laws of [name of country], with headquarters located 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;

Whereas IUCN wishes to obtain advisory and consulting services from the Consultant for the development of the Congress website and related online systems 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 develop the mobile app for the IUCN World Conservation Congress 2020, 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 xx (the "Services").
- 1.2 The Consultant will assign [name of the person(s) and title(s)] (the "Key Personnel") to the performance of the Services on behalf of Consultant. The replacement of any Key Personnel must be approved in advance by IUCN in writing.

- 1.3 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.
- 1.4 The Consultant shall not subcontract the Services to third parties without the prior written consent of IUCN. However, the Consultant may under its 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 upon its signature by both Parties (the “Effective Date”) and will expire on [date] (the “Expiration Date”).

3. INDEPENDENT STATUS

- 3.1 The employees, directors or shareholders of the Consultant shall not be entitled to any pension, bonus or other fringe benefits from IUCN.
- 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 No employee, director or other representative of the Consultant shall hold him or herself out or permit itself to be held out as having authority to do or say anything on behalf of or in the name of IUCN.
- 3.4 The Consultant shall be solely and exclusively liable for any and all taxes, levies or dues required to be paid in any of the countries where this Agreement applies, on any amounts paid to the Consultant by IUCN and has sole responsibility for declaring such amounts to the relevant tax authorities.

4. OBLIGATIONS

- 4.1 The Consultant shall carry out its duties in an expert and diligent manner and to the best of its ability and shall promptly and faithfully comply with all lawful and reasonable requests which may be made by the IUCN Contact Person.
- 4.2 The Consultant shall give written or oral advice or information regarding the execution of the Services as and when required by IUCN.
- 4.3 In the case of illness or accident or a case of Force Majeure as described under clause 14.3 preventing the Key Personnel from performing the Services, the Consultant shall promptly notify IUCN in writing of 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 [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 xx.

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. DEADLINES AND PENALTY

6.1 It is agreed that the deadline for completion and delivery of the mobile app is set to be 6 to 8 weeks prior to Congress start date but at the latest ready for download on the Apple Store and Googleplay platforms on 11 May 2020 14:00 CEST ("Delivery Date"). The Contractor is responsible for delivering the mobile app on these platforms by the Delivery Date.

6.2 The Contractor will continue providing support and updating the app regularly according to the business needs until after the completion of the Congress by 20 June 2020.

6.3 In the event of delivery after the Delivery Date agreed in clause 6.1 for a reason attributed to the Contractor and / or its sub-contractors, the Contractor shall pay to IUCN, a penalty amounting to a percentage of the total value of the Remuneration according to the following timeline:

- Delivery by 12 May 2020 09:00 CEST, no penalty will be charged to the Contractor.
- Delivery after 12 May 2020 09:00 CEST until 02 June 09:00 CEST, the Contractor will be charged a sum equal to 15% of the Remuneration per five (5) working days of delay. Therefore, the maximum penalty due for that period is a sum equal to 45% of the Remuneration.
- Delivery after 02 June 2020 09:00 CEST until 10 June 2020 22:00 CEST, the Contractor will be charged a sum equal to 70% of the Remuneration.
- Delivery after 11 June 2020 08:00 CEST, the Contractor will be charged 100% of the Remuneration.

It is understood that the penalties are not cumulative but only the highest percentage will apply.

6.4 IUCN's right to payment of a penalty does not affect its right to claim performance or guaranteed rights or its rights to claim damages or its rights to make other claims. However, IUCN is only entitled to claim damages to the extent that the respective damages exceed the amount of the penalty.

7. TRAVEL EXPENSES

- 7.1 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 IUCN Contact Person before any reservation is made.
- 7.2 The IUCN Travel Policy (June 2015) shall apply to all travel expenses and is available at https://www.iucn.org/sites/dev/files/iucn_travel_policy_for_non-staff_v1.2_july2019.pdf.
- 7.3 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.

8. CONSULTANT'S WARRANTIES AND UNDERTAKINGS

- 8.1 The Consultant warrants that its performance of the Services under the terms of this Agreement will not infringe on the rights of any third party or cause the Consultant to be in breach of any obligation towards a third party.
- 8.2 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.
- 8.3 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.

9. CONFIDENTIALITY

- 9.1 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 it during the period of this Agreement or which it develops or helps to develop in providing the Services to IUCN.
- 9.2 The Consultant shall:
- 9.2.1 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;
 - 9.2.2 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.
- 9.3 The Consultant agrees to immediately notify IUCN in writing if it 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.

10. 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 its possession or under its control and relate to IUCN, its business affairs and clients and/or the Services and Consultant may not make or retain copies.

11. INTELLECTUAL PROPERTY

- 11.1 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.
- 11.2 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.
- 11.3 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.

12. 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.

13. COMMUNICATION AND NOTICES

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

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

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

14. FRAUD, CORRUPTION, ETHICS AND PERSONAL DATA PROTECTION

- 14.1 The Consultant shall comply with the terms of 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 it has reviewed and accepted.

- 14.2 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 it has reviewed and accepted.

14.3 Personal Data Protection

14.3.1 IUCN may in the course of performance of the agreement provide the Consultant with Personal Data. Personal Data, is any information relating to an identified or identifiable individual, unless otherwise defined under applicable law related to the protection of individuals, the processing of such information, and security requirements for and the free movement of such information. Any processing of Personal Data will be done in accordance with the terms of this Agreement and the applicable law.

14.3.2 The Consultant will implement all appropriate security measures to protect Personal Data against accidental, unlawful, or unauthorized (i) destruction (ii) loss, (iii) alteration, (iv) disclosure, or (v) access (including remote access). The Consultant will protect Personal Data against all other forms of unlawful processing, including unnecessary collection, transfer, or processing, beyond what is strictly necessary for the performance of the Agreement.

14.3.3 The Consultant shall ensure that persons authorized to process the personal data have committed themselves to confidentiality.

14.3.4 The Consultant shall not engage another processor without the written authorization of IUCN. Where the Consultant engages another processor for carrying out specific processing activities on behalf of IUCN, the same data protection obligations as set out in this Agreement shall be imposed on that other processor by way of a contract, in particular providing sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of the applicable law. Where that other processor fails to fulfil its data protection obligations, the Consultant shall remain fully liable to IUCN for the performance of that other processor's obligations.

14.3.5 Where IUCN Personal Data is transferred and the Consultant is located in a country that has not been deemed to provide an adequate level of protection for personal data within the meaning of Regulation (EU) 2016/679, the Consultant will either:

- a) enter into any standard data protection clauses adopted or approved by the European Commission in line with Regulation (EU) 2016/679; OR
- b) confirm that it has fully implemented binding corporate rules which provide adequate safeguards as required by Regulation (EU) 2016/679, or has any other similar program or certification that is recognised as providing an adequate level of protection in accordance with Regulation (EU) 2016/679.

14.3.6 The Consultant will promptly, and in any case within seventy two (72) hours inform IUCN through the online form here if it determines and discloses to a competent public authority and/or affected data subjects that an accidental, unlawful, or unauthorized (i) destruction (ii) loss, (iii) alteration, (iv) disclosure, or (v) access (including remote access) of IUCN Personal Data has occurred.

15. TERMINATION

15.1 Termination for cause

15.1.1 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");
- iv. enters into liquidation or dissolution other than for the purpose of an amalgamation or reconstruction; or

- v. ceases to carry on business, has a receiver or administrator appointed over all or any part of its assets or undertaking, enters into any composition or arrangement with its creditors or takes or suffers any similar action in consequence of a debt or other liability, or undergoes any process analogous to the foregoing in any jurisdiction throughout the world

15.1.2 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.

15.2 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.

15.3 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:

15.3.1 to the extent possible, complete the Services subject to the Remuneration made available until the date of termination and stop all ongoing activities;

15.3.2 refund to IUCN any advance payments received in excess of the total expenditure incurred as evidenced in the invoices submitted to IUCN,

15.3.3 reimburse IUCN for any expenditures made in breach of the terms of this Agreement and

15.3.4 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.

16. APPLICABLE LAW AND DISPUTE RESOLUTION

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

16.2 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.

17. GENERAL PROVISIONS

17.1 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.

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

17.3 This Consultancy Agreement is non-exclusive. IUCN is free to consult other experts in the Consultant's field of specialization.

17.4 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.

17.5 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.

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

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement. The Parties agree that the signed counterparts may be delivered by e-mail in a ".pdf" format data file, and that in this case such signature shall create a valid and binding obligation of the party executing with the same force and effect as if such ".pdf" signature page were an original thereof.

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]

ANNEXES

Annex xx – Services

Annex xx – Terms of Reference

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

Annex 1 – Proposer's declaration

PROPOSER'S DECLARATION

Contract for the provision of **Request for Proposals (RfP) Mobile App for the IUCN World Conservation Congress 2020**

1 ORGANISATIONAL INFORMATION

Name/registered name:	
Legal Status	
Current trading name (if different):	
Registered number:	
Year of registration:	
Country of registration:	
Registered address:	
Telephone:	
Fax:	
E-mail:	
Web-site:	

2 CONTACT POINT FOR THIS TENDER

Name:	
Position:	
Telephone Number:	
Email Address:	
Address:	

3 HOLDING OR PARENT COMPANY (if applicable)

Name/registered name:	
Previous names / registered names (if different):	
Current trading name:	
Previous trading names (if different):	
Registered number:	
Year of registration:	
Country of registration:	
Address / registered address:	

4 REFERENCES

Please provide, in the table below, the reference information of at least three (3) projects, which are of a similar nature to that which will arise from this tender. The information must include:

- Client name, location, and date of execution;
- Description of project and specifically the work done in the project by you / your company;
- The approximate contract value;
- Contact details for checking references (you must provide the name, title, email address and telephone numbers of someone who can be contacted to confirm the references provided).

Proposers are reminded that the references provided may be checked and the outcome of their feedback taken in consideration during the technical evaluation. Proposers must ensure that the provided contact details of the proposed referees are complete, detailed and updated.

	Client Name, Location, and Date of Execution	Description of the Project and the Work performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				

5 STATEMENT

I, the undersigned, being the authorised representative of the above Proposer, hereby declare that the Proposer has examined and accepts without reserve or restriction the entire content of the Request for Proposals (RfP) for the goods/services referred to above.

I confirm that:

- The Proposer is registered on the relevant professional or trade register of the State in which it is established;
- The Proposer is in full compliance with its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of Switzerland and those of the country where the Contract is to be performed;

and that none of the following **Exclusion Criteria** apply to the above Proposer or persons having powers of representation, decision-making or control over it:

- has a conflict of interest in connection with the Contract; (A conflict of interest could arise in particular as a result of economic interests, family or emotional ties, or any other relevant connection or shared interest.)
- has been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection;
- is bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided

for in national legislation or regulations;

- has been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of res judicata;
- has been guilty of grave professional misconduct;
- has been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity.

I acknowledge on behalf of the Proposer that:

- it is unacceptable to give or offer any gift or consideration to an employee of IUCN as a reward or inducement in relation to the awarding of a contract and that such action will give IUCN the right to exclude a Proposer from the procurement process;
- any direct or indirect canvassing by a Proposer or their appointed advisers in relation to this procurement or any attempt to obtain information from any of the employees or agents of IUCN concerning another Proposer may result in disqualification; and
- any price fixing or collusion with other legal entities in relation to this RfP shall give IUCN the right to exclude the Proposer(s) from the procurement process and may constitute an offence.

I fully recognise and accept that any inaccurate or incomplete information provided in the Proposal may result in its exclusion from this RfP and other future contracts with IUCN.

The Proposer will inform IUCN immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of any resulting Contract.

The Proposer offers to provide the goods/services requested in the RfP on the basis of the following documents, which are submitted as password-protected electronic documents as detailed in section 1.8.:

- Proposer's Declaration (this document)
- Technical Proposal
- Financial Proposal

This Proposal is subject to acceptance within the validity period stipulated in the RfP (section 1.4).

<Date and Signature of authorised representative of the Proposer>

< Name and position of authorised representative of the Proposer >