**Terms of Reference (ToR)**

**Consultancy services: Technical support for the analysis of the status of KBAs in the Mediterranean region and the role of plants in their identification and confirmation**

**IUCN Centre for Mediterranean Cooperation**

**Submission deadline: closing on 18 March 2025, 12:00 (CET)**  
  
**PART 1 – INSTRUCTIONS FOR PROPOSERS AND CONDITIONS OF PROPOSAL**

* 1. ***About IUCN***

IUCN is a Union of members uniquely composed of governmental and civil society organizations. It provides public, private and non-governmental organizations with the knowledge and tools that enable human progress, economic development and nature conservation to be carried out together.

Created in 1948, IUCN is now the largest and most diverse environmental network in the world, drawing on the knowledge, resources and reach of 1,400 member organizations and some 15,000 experts. It is a leading provider of conservation data, assessments, and analytics. Its broad membership enables IUCN to play the role of a trusted incubator and repository of international best practices, tools and standards.

IUCN provides a neutral space in which diverse stakeholders, including governments, NGOs, scientists, businesses, local communities, indigenous peoples' organizations and others, can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and actors, IUCN implements a broad and diverse portfolio of conservation projects around the world. Combining the most current science with the traditional knowledge of local communities, these projects seek to reverse habitat loss, restore ecosystems and improve people's well-being.

[www.iucn.org](http://www.iucn.org)

<https://twitter.com/IUCN/>

* 1. ***Summary of the Request***

IUCN invites you to submit a Proposal to conduct a comprehensive analysis of the status of KBAs in the Mediterranean region, assess their alignment with IPAs, and determine the potential of plants for key site identification and confirmation.

The results of this study will contribute to strengthening the network of KBAs in the Mediterranean region and to provide key information to improve conservation planning based on scientific data.

The working language will be English. The detailed Terms of Reference can be found in Part 2 of these ToR.

* 1. ***Selection Process***

The following dates will apply to these terms of reference:

ToR Publication Date: March 11, 2025

ToR Closing Date and Time: 18 March 2025, 12:00 (CET)

Estimated Contract Award Date: March 21, 2025

* 1. ***Conditions***

IUCN is not obligated in any way to enter into a contract or other agreement with any Proposer as a result of the issuance of these ToR. IUCN is under no obligation to accept the Lowest Priced Proposal or any Proposal. IUCN reserves the right to terminate the consultancy process at any time prior to the award of the contract. By participating in these TOR, Proposers agree to the conditions set forth herein.

IUCN requires Proposers to refrain from corrupt and fraudulent/prohibited practices when participating in this adjudication process. To this end, **Proposers must sign the "Proposer's Statement**" (for self-employed professionals or for companies), at the end of this document (in English), and include it in their Proposal.

Proposers must allow IUCN to inspect all accounts, records and other documents related to the submission of the Proposal and the performance of the contract (in case of award) and to be audited by auditors appointed by IUCN.

* 1. ***Questions and queries during the ToR period***

Proposers should direct any questions or queries regarding the ToR to the IUCN contact email address listed below. No other IUCN personnel should be contacted in relation to these ToRs.

To the extent possible, IUCN will respond to any questions, duly anonymized, to all Proposers. If you consider the content of your question confidential, you must declare it at the time the question is asked.

* 1. ***Amendments to ToR documents***

IUCN may amend the ToR documents by issuing notices to that effect to all Proposers and may extend the closing date and time of the ToR if deemed appropriate.

* 1. ***Methods and requirements for submitting proposals***

Proposers must submit their Proposal to IUCN no later than 18 March 2025 at 12:00 noon (CET time) by email at [medspecies@iucn.org](mailto:medspecies@iucn.org) (with the reference "KBA plant technical support"). Electronic copies must be submitted in PDF format.

Proposals may be prepared in English and in the format indicated in Part 3 of these ToR.

* 1. ***Late or incomplete proposals***

Any Proposals received by IUCN after the deadline for the ToR and any Proposals that are incomplete will not be considered. IUCN will not allow any delay in the transmission of the Proposer's Proposal to the IUCN evaluation team.

* 1. ***Withdrawals and changes to the proposal***

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

* 1. ***Validity of proposals***

Proposals submitted in response to these ToRs must remain valid for a period of 90 calendar days from the closing date of the ToRs.

* 1. ***Evaluation of proposals***

The evaluation of the Proposals will be carried out exclusively with respect to the evaluation criteria and their relative weights specified in Part 3 of these TOR, if any and included therein.

**PART 2 – TERMS OF REFERENCE**

* + 1. ***Background***

The IUCN Centre for Mediterranean Cooperation (IUCN Med), within the framework of its initiatives for the identification and assessment of Key Biodiversity Areas (KBAs) in the Mediterranean region, seeks to carry out a detailed analysis of the current status of KBAs, their degree of overlap with Important Plant Areas (IPAs) and the potential of plant diversity to contribute to the identification and confirmation of new KBAs.

This analysis is part of efforts to achieve the objectives of the Kunming-Montreal Global Biodiversity Framework (GBF), in particular:

Target 1: Integration of biodiversity into spatial planning.

Target 3: Protection and management of key biodiversity areas

The objective of the analysis is to provide a comprehensive understanding of the use and effective application of the KBA standard, to promote the identification of Key Biodiversity Areas in Spain.

* 1. ***Objectives of the consultancy***

The objective of this consultancy is to conduct a comprehensive analysis of the status of KBAs in the Mediterranean, assess their alignment with IPAs and determine the potential of the plants for the identification and confirmation of key sites.

The results of this study will contribute to strengthening the network of KBAs in the Mediterranean region and to provide key information to improve conservation planning based on scientific data.

* 1. ***Methodology and tasks***

The main tasks required for this consultancy are:

**A. Assessment of the current state of KBAs in the Mediterranean region**

1. Collect data on the total number of KBAs in the region and classify their status into:
   * **Confirmed**
   * **Pending update**
   * **Under evaluation**
2. Identify the KBAs that have recently been evaluated and the criteria used.
3. Review the biodiversity and conservation data associated with each KBA.

**B. Analysis of the overlap between KBAs and IPAs**

1. To analyse the geographical coincidence between KBAs and IPAs in the Mediterranean.
2. Assess the extent to which a KBA's designation is supported by the presence of key plants within an IPA.
3. Identify potential gaps in the coverage of areas important for plant biodiversity.

**C. Evaluation of the potential of plants for the identification and confirmation of KBAs**

1. Review the list of key plant species that can act as trigger species for KBAs.
2. Identify ecosystems of high ecological integrity where plants can be key indicators.
3. Analyse how plant data can contribute to the confirmation of KBAs currently under review.
4. Propose specific criteria for the integration of plant data into future KBA designations.

The materials and resources to be analysed and used as a basis will be provided to the consultant by IUCN Med.

* 1. ***Deliverables, Schedule & Budget***

| **Deliverable** | **Description** | **Deadline** |
| --- | --- | --- |
| **Preliminary report** | Initial analysis of the status of KBAs and their alignment with IPAs. | March 27, 2025 |
| **KBAs-IPAs Overlay Map** | Mapping of geographic match between KBAs and IPAs. | March 31, 2025 |
| **Evaluating the role of plants** | Document with the analysis of the potential of plants for the confirmation of KBAs. | March 31, 2025 |
| **Draft Report** | Document with all findings, conclusions, and recommendations. | April 2, 2025 |
| **Final Report** | Consolidated document, depurated species and sites lists and final maps after including comments and editions | May 31, 2025 |

The financial offer will be a maximum of 5,000 euros (VAT and other taxes included).

\*VAT and other taxes must be included in the economic offer. IUCN does not act as a business or professional entity for VAT purposes and therefore the consultant must charge the relevant VAT or similar tax on its invoices. In case the consultant is exempt from VAT or equivalent tax in their jurisdiction, they must include a note in the invoice document informing about this issue and mentioning the law that applies.

* 1. ***Monitoring and collaboration***

The selected consultant will work under the supervision of the IUCN Mediterranean Programme Manager for Biodiversity Standards and Indicators. The outline of all deliverables should be agreed with the IUCN Med team before work begins. IUCN Med will make all final decisions regarding the success of delivery and the quality of the results. The consultant will schedule time in the work plan to review the drafts and apply the comments based on the discussions with IUCN Med.

IUCN Med will provide contacts or access to relevant contacts to carry out the task.

* 1. ***Schedule***

The deadline for carrying out these works will be extended from the entry into force of the consultancy contract until 31 May 2025

* 1. ***Profile of consultants***

The company(s)/expert(s)/organization(s) participating in this consultancy must have knowledge and experience in:

- The use and application of the IUCN Global Standard for the Identification of Key Biodiversity Areas. and management of GIS and spatial analysis.

- Experience in ecological data analysis, especially in Mediterranean flora.

- Skills in writing technical reports and presenting results.

Consultants are expected to work closely with IUCN Med and be flexible to adapt to changes.

* 1. ***Submission of applications***

Candidates who wish to participate in this consultancy must send their proposals for technical and financial offers, a copy of their CV with relevant experience and the corresponding signed Declaration (see Part 3), in PDF format, by email to [medspecies@iucn.org](mailto:medspecies@iucn.org) (with the reference "Technical support KBA plants "), by March 18, 2025 at 12:00 noon (CET time).

**PART 3 – INFORMATION TO BE PROVIDED BY PROPOSERS**

By participating in these ToR, Proposers indicate their acceptance of the conditions set forth in these ToR.

The information submitted will be used to evaluate the Proposals. It is not advisable to send additional information that has not been expressly requested.

Proposals will be evaluated according to the following criteria: related experience, technical expertise, proposed methodology, timeline, and budget.

**Each of the following sections must be submitted as a separate document, and will be evaluated separately:**

***Declaration***

Please read and sign the relevant Statement at the end of this document and include it in your proposal.

***Currículum Vitae***

Brief CV with relevant experience in the subject.

***Technical proposal***

Applicants must submit a technical proposal that includes a CV justifying the experience of the team/person.

***Financial proposal***

**Prices should include all expenses**.

The rates and prices presented will include all expenses, insurance, taxes, fees, expenses, liabilities, obligations, risks and any other element necessary for the correct fulfillment of the Requirement. Any expenses not expressly indicated in the Proposal may not be admitted in any of the transactions or as part of the contract.

**Taxes applicable to goods and services**

The proposed rates and prices will include VAT.

**Currency of the proposed rates and prices**

Unless otherwise stated, all rates and prices submitted by Proposers will be in Euros.

**Rates and Prices**

Proponents must submit a fixed and firm price for the total of the services, not exceeding the budget limit reflected above.

# PROPOSER’S Declaration FOR SELF-EMPLOYED WORKERS

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 authorise 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 favourable, including Personal Data as defined by the European Union’s General Data Protection Regulation (GDPR). 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 reasonably 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 concerning 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 organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation 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 labour, sexual exploitation, sexual abuse, or sexual harassment.

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<Date and Signature>

# PROPOSER’ Declaration FOR COMPANIES

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the “Organisation”): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

I hereby authorise 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 favourable. I acknowledge that IUCN is required to retain the 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 reasonably requested. Where the Proposal includes Personal Data as defined by the European Union’s General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised 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 Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation 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 Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation’s staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation 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 Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation 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 Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation 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 labour, 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 >