

## **CALL FOR PARTNERSHIPS (CFP)**

from

**Not-for-Profit Institutions**

**Ref: Trinidad and Tobago National Outlook on Indigenous and Local Knowledge of  
Biodiversity Project ref SC Trinidad and Tobago**

(Please quote this UNESCO reference in all correspondence)

Date 07/03/2025

Closing date: 31/03/2025 (12:00 CET )

Submission via email to: [sc.procurement@unesco.org](mailto:sc.procurement@unesco.org)

Inquiries via email to: [links@unesco.org](mailto:links@unesco.org) (technical aspects)

[links@unesco.org](mailto:links@unesco.org) (administrative & financial aspects)

### **I. BACKGROUND :**

The United Nations Educational, Scientific and Cultural Organization (UNESCO) seeks to build peace through international cooperation in Education, the Sciences and Culture. UNESCO's programmes contribute to the achievement of the [Sustainable Development Goals in Agenda 2030](#) adopted by the UN General Assembly in 2015. This Call for Partnerships (CFP) for Implementation Partners relates to the UNESCO project:

Trinidad and Tobago National Outlook on Indigenous and Local Knowledge of Biodiversity

The National Outlook on Indigenous and local knowledge (ILK) of Biodiversity initiative, funded by the Kunming Biodiversity Fund, will contribute to addressing these challenges and contribute to implementing the GBF targets, primarily 9, 21 and 22, and tackling biodiversity threats engulfing target countries, including deforestation and sea-use change, that are in part exacerbated by the exclusion of ILK in formal policies. The first phase of the project will be implemented in Malawi, Namibia, Trinidad and Tobago. The selected implementing entity will be expected to implement the project in Trinidad and Tobago.

### **II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES:**

The objective of this Call for Proposals is to :

- 1) Examine the state of ILK of biodiversity and ecosystem services in Trinidad and Tobago and highlight ILK documentation gaps
- 2) Evaluate the degree of inclusion of ILK incorporation in the revised Trinidad and Tobago's National Biodiversity Strategy and Action Plan (NBSAP) and national targets in line with GBF
- 3) Evaluate the degree of inclusion of ILK in biodiversity policies
- 4) Based on identified capacity gaps, organize tailored capacity building workshops and ILK knowledge exchange forum between IPLCs and national policymakers, to strengthen mainstreaming of ILK into NBSAP implementation and national reporting in Trinidad and Tobago.

Detailed objectives and related outputs and deliverables are provided in the Terms of Reference – **Annex 1**

*Final Beneficiaries*

Eligible proposals will be those focused on Indigenous and local knowledge documentation and dialogue workshops and targeting policymakers and Indigenous Peoples and local communities from Trinidad and Tobago as the direct and final beneficiaries.

## **II. ELIGIBILITY :**

A UNESCO Implementation Partner is an entity with a not-for-profit status to which UNESCO has entrusted partially or fully the implementation of programmes or projects specified in a signed document, along with the assumption of full responsibility and accountability for the effective use of resources and the delivery of outputs as set forth in such a document.

<b>Main features of a UNESCO Implementation Partners' Agreement</b>
The partner brings added value, including monetary or in-kind contribution, to the project/activity
The partner shares in the risks and rewards of the project/activity implementation and is responsible and accountable for delivering expected results
The partner is involved at each step of the process, from detailed work plan elaboration to project/activity evaluation.
The partnership will include aspects beyond the delivery of a service to include capacity-building elements with respect to the partner and/or beneficiary

The parameters that will determine whether an entity is eligible to be considered by UNESCO will be based on the UNESCO Partner Identification form – **Annex 2**

## **III. PROPOSAL :**

### **Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan**

This section should demonstrate the entity's response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

### **Management Structure and Resource (Key Personnel)**

This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the qualifications in areas relevant to the TOR.

## **IV. EVALUATION CRITERIA AND METHODOLOGY :**

**Proposals will be evaluated based on the following criteria:**

- 1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
- 2) High impact interventions directly targeting and responding to the needs established in the TOR.
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.

4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

### **Quality Based under Fixed Budget Selection (QB-FBS)**

This methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the proposed approach and methodology. Not-for-profit entities have to provide their best technical proposal and financial breakdown (within the budget) in one single envelope (no overheads or administrative fees are allowed). Evaluation of all technical proposals shall be carried out, in accordance with the outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected (min 70% score required). Entities exceeding the established fixed budget in their financial proposals will be rejected.

Proposals have to translate institutional needs into implementable activities. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary within a given budget.

Sample: Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Institution		
			A	B	C
1.	Eligibility and qualifications of an entity submitting proposal	200			
2.	Proposed Methodology, Approach and Implementation Plan	300			
3.	Management Structure and Key Personnel	200			
4.	Financial Soundness and Proposal	300			
	<b>Total</b>	<b>1000</b>			

Detailed sub-criteria are provided in **Annex 1**

### **V. BUDGET SIZE AND DURATION :**

The proposals should contain a budget of EXACTLY USD 70,000 with an implementation plan of maximum 8 months.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not exceed [8] months.

Regarding the budget of the technical proposal of the partner, UNESCO retains the right to elaborate the work plan and negotiate the budget with the partner, prior to signing agreement, to ensure value of money. Likewise, UNESCO will ensure that in accordance with its policies the selected Partner will be able to provide added value in terms of financial or in-kind contribution. The partner's financial or in-kind contribution will be indicated in the budget proposal. No overheads in terms of administrative or service fees are accepted (direct budgeting based on activities).

### **VI. SELECTION PROCESS :**

UNESCO will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section, to identify highest ranking proposal; (iv) round of clarification (if necessary) and work plan elaboration with the highest-scoring proposal; and, (v) Implementation Partners' Agreement (IPA) signature.

### **VII. SUBMISSION PROCESS :**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in one envelope to:

- [sc.procurement@unesco.org](mailto:sc.procurement@unesco.org)
- Number of copies: 1

The following documents must be submitted in order for the submission to be considered:

- 1) Proposal documents (technical and financial, including project outline).
  - a. The technical proposal should contain an implementation plan and ILK approaches and methodologies that will be utilized in the project implementation.
  - b. The Financial proposal should outline expenditure plan with description of activities guided by the project activities. The earmarked budget is exactly USD 70,000 with an implementation plan of maximum 8 months. See Annex III for a budget template.
- 2) Partners' Identification Form (duly filled in, with supporting documents)
- 3) Financial statements for past two years (including audit opinion for entities subject to audit in accordance with national regulations).
- 4) CVs/resumes of the team leader and technical expert designated to implement this project.
- 5) List of publications/or designed reports focusing on nature/biodiversity conservation and/or Indigenous/traditional/local knowledge.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

#### Submission Deadline

Proposals, with supporting documents, should be submitted by 23:59 CET [time] on 31/03/2025.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [links@unesco.org](mailto:links@unesco.org)

Note: UNESCO reserves the right not to fund any proposals arising from this Call for Partnerships. Depending on the value and context of the implementation partners agreement, the final financial report must be audited by the External Auditor of the Partner. The audit requirement will be confirmed during work plan elaboration and contract finalization.

Below is an estimated timeline for this Call for Partnerships:

[07/03/2025]: Call for Partnerships opens.

[31/03/2025]: Deadline for organizations to submit proposals under this Call.

[04/04/2025]: Assessment and selection processes will take place.

[11/04/2025]: Selected applicants will be notified.

#### IMPORTANT ADDITIONAL INFORMATION

UNESCO requires that partners, bidders and their subcontractors adhere to the highest standards of moral and ethical conduct during the implementation of the partnership agreement and do not engage in corrupt and fraudulent practices.

United Nations Agencies have adopted a zero tolerance policy on gifts and, therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favorable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Partners are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- (a) Reject a proposal to award an agreement if it determines that a partner recommended for award has engaged in fraud and/or corruption in competing for the agreement in question.
- (b) Cancel or terminate an agreement if it determines that a partner has engaged in fraud and/or corruption in competing for or in executing a UNESCO contract.

- (c) Declare a partner ineligible to become a “United Nations registered vendor”, either indefinitely or for a stated period of time, if it determines at any time that the partner has engaged in fraud and/or corruption in competing for or in executing a UNESCO agreement.

This Call for Partnerships is not to be construed in any way as an offer to contract with your organization. Your proposal could, however, form the basis for a contract between your organization and UNESCO.

You are requested to acknowledge the receipt of this Call for Partnerships and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Local and Indigenous Knowledge Section at [links@unesco.org](mailto:links@unesco.org).

For and on behalf of UNESCO

Nigel Crawhall, Chief of Indigenous and Local Knowledge Section  
Natural Sciences Sector / Division of Ecological and Earth Sciences /  
Indigenous and Local Knowledge Section



**VIII. ANNEXES:**

**Annex 1-** Terms of Reference

**Annex 2 -** UNESCO Partner Identification form

**Annex 3 -** Budget template

**Annex 4 -** Implementation Partners' Agreement (example)