



Request for Proposals (“RFP”) for retaining the services of a Chief Interpreter

**For the 2012 World Conservation Congress
To be held in Jeju, Republic of Korea
From 6 to 15 September 2012**

The International Union for Conservation of Nature and Natural Resources (“IUCN”) and the Host Governments are pleased to invite you to tender for offering the services as Chief Interpreter in respect of the above Congress. The following information is provided to assist you with the preparation of a proposal to consider.

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1. The International Union for Conservation of Nature (“IUCN”) - Organizational Background, History and Nature of Event

IUCN’s mission 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.

IUCN is the world’s oldest and largest global environmental network - a multicultural, multilingual democratic membership union with more than 1,000 government and NGO Member organizations, and almost 11,000 volunteer scientists that collaborate in 6 expert Commissions.

IUCN’s work is supported by more than 1,000 professional staff in 50 offices and hundreds of partners in public, NGO and private sectors around the world. The Union’s headquarters are located in Gland, near Geneva, Switzerland.

The World Conservation Congress (“Congress”) is the world’s largest and most diverse nature conservation event. Held every four years, the Congress seeks to improve the ways and means for managing our natural environment for human, social and economic development. The last Congress, held in Barcelona in October 2008, brought together almost 7,000 people from all corners of the globe to discuss, debate and decide on environmental and development issues.

1.1. 2012 Congress venue and dates

The next Congress will be held from 6 to 15 September 2012 at the International Convention Centre (“ICCJ”) in Jeju, Republic of Korea (interpretation services required from 5 to 15 September). 6000 to 8000 participants are expected.

1.2. Congress Management

The Congress is managed by the IUCN Congress Unit (“Congress Unit”) based at the IUCN’s Headquarters in Switzerland. The IUCN Regional Office for Asia, based in Bangkok, is closely involved in Congress preparations, so are the Korean Ministry of Environment for and on behalf of the Government of the Republic of Korea (“Government of Korea”) and the venue of the 2012 Congress, Jeju Special Self-Governing Province (“Jeju Province”) (collectively referred to as “Host Governments”)

1.3. Languages

English, French and Spanish are the IUCN and World Conservation Congress official languages (“IUCN Official Languages”). The Host Governments plan to offer Korean interpretation for the Members’ Assembly and a number of the Forum sessions. Although the Korean Interpretation will be arranged by the Host Governments, the Chief Interpreter is expected to coordinate with the Chief interpreter of the Korean Interpretation Team. In addition, IUCN plans to sound-record most of the sessions, including interpretation.

1.4. Congress structure and official programme (“Programme”)

The Congress has two main components: the World Conservation Forum (“the Forum”) and the Members’ Assembly (also referred to as the “Assembly”). The Forum spans four days, from 7 to 10 September, and is open to the general public. We expect about 500 overall events (including debates, workshops, art and poster exhibits, training workshops, and roundtable discussions) run by IUCN, our Member organizations and other partners during that period. The peak in participation will be during these days. **During the Forum, interpretation in the three IUCN Official Languages and Korean will be required on all days for up to eight simultaneous events in each of the time slots during the Programme (currently scheduled from 9h00 to 20h00, but subject to change).**

On September 11, the Congress moves into the Members’ Assembly for which around 1500 member delegates plus several hundred observers and IUCN staff will stay on. The Assembly will last 5 days with a break (excursion day) on September 13. It is a plenary session (“Plenary”) where up to 150 Resolutions and Recommendations as well as the IUCN’s work programme will be voted on and the IUCN Council will be elected. In the breaks between the Plenary of the Assembly, up to 30 contact group meetings with 20-60 participants each will be held to discuss the motions before they are presented for consideration and vote by the Assembly. **The Plenary will have full interpretation in all IUCN Official Languages plus Korean.** Contact group meetings will not be interpreted. The agenda for the 2008 Members’ Assembly is attached as example and as Annex 1.

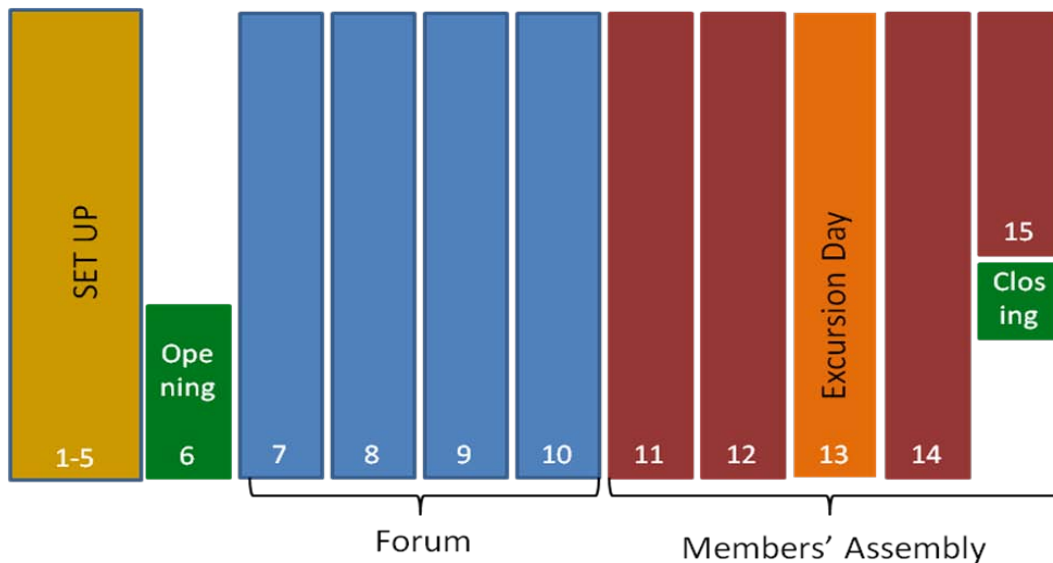
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In addition, the Congress will host indoor and outdoor exhibitions that will run in parallel to the Forum and the Members' Assembly. The exhibitions will include both a standard exhibition of about 200 3x2m or 3x3m booths as well as a set of themed, multi-purpose Pavilions. Some of the events during the Congress might be held outside the ICCJ.

An Opening Ceremony, followed by a Welcome Reception, hosted by the Host Country will take place on the first day of the Congress (September 6). A Closing Ceremony will take place on the last day of the Forum (September 10) and there will also be a short Closing Reception at the end of the Members' Assembly (September 15). **These events will all require interpretation in the IUCN Official Languages and into Korean.**

During the whole Congress period Press Conferences will also require interpretation in the IUCN Official Languages and into Korean.

The ICCJ will provide interpretation booths and other equipment for simultaneous interpretation. IUCN will send all documentation with relation to the Members' Assembly to the Chief Interpreter who will be in charge of forwarding it to the interpreters before the Congress. The draft agenda papers will be circulated on 8 April 2012.



1.5. Venue Layout

The floor plan of the ICCJ can be found in Annex 2. Three conference rooms (Tamna Hall, Halla Hall, and Samda Hall) are equipped with interpretation booths. For other workshop rooms and press conference room, the interpretation booths will be built.

The Congress Opening, Forum Opening (if any) and most likely the Forum Closing will take place in the Tamna Hall on level 5 as will the Members' Assembly.

1.6. Environmental standards

The Jeju Congress shall be designed, developed and managed according to the highest environmental and sustainable standards to make it a landmark for sustainable events. This includes minimizing carbon emissions. IUCN therefore prefers hiring qualified interpreters based in Korea or Asia, if possible.

1.7. Budget

All costs for interpretation for the Congress are borne by the Host Country. Any payments to Chief Interpreter and interpreters ("Interpretation Team") will be processed by the Professional Congress Organizer (PCO) directly which will be recovered by the host governments upon the settlement. If a down payment is demanded upon the signing of the contract with the Chief Interpreter, it will be processed by IUCN.

1.8. Contract with Chief Interpreter

The contract will be signed between the Chief Interpreter and IUCN.

1.9. Daily Operation

Day to day collaboration for the Chief Interpreter will be with the IUCN Leader for Congress Onsite Services who will ensure coordination and communication with Host Governments for any issues, especially those related to finance. The Chief Interpreter also needs to coordinate with the coordinator of the Korean interpretation team for the daily assignments. The Onsite Services Leader will be the focal point for the management of all interpreted events as well as the timely distribution of documents to the Chief Interpreter. The final decision on the Chief Interpreter to be chosen will be taken jointly by IUCN and the Host Governments, taking into account the technical, financial and other aspects of the proposals received from the candidates.

1.10. Milestones and timelines

Professional Congress Organizer selected	To be confirmed
Design of the Forum decided	End 2010
Call for contributions to organize Forum events sent out	Early 2011
Forum events accepted	End 2011
Draft agenda for Members' Assembly finalised	7 December 2011
Agenda and documents for Members' Assembly distributed	8 April 2012
Programme for Forum and Members' Assembly finalised	Mid 2012

2. Detailed description of service components

The Chief Interpreter is invited to tender for the provision of the following services. The list is not necessarily exhaustive and tenderers (also referred hereunder as "the respondent(s)") are welcome to incorporate additional services as they believe would be required for the successful organization of the Congress. The list is intended to be indicative of the responsibilities of the Chief Interpreter as envisaged by IUCN and Host Governments at this preliminary point in time. Tenderers should indicate their ability to provide the areas of service or indicate that it is not a role that they would undertake. The Chief Interpreter and individual interpreters must be AIIC accredited (or have an equivalent qualification acceptable to IUCN) and shall have past experience in interpreting conferences on environment, conservation and/or sustainability issues.

The Chief Interpreter retained shall work in close collaboration with the Onsite Services Leader and will be responsible for providing the following

- Identification of all interpreters to be hired as per the schedule below including but not limited to preparation and signing of contracts that will be between the Chief interpreter and each individual interpreter on behalf of IUCN. Interpreters for the 3 IUCN Official Languages shall have two passive languages (Spanish/French, Spanish/English, English/French).
- Identification of logistical requirements with regards to office, booths, sound equipment and stationary;
- Preparation of a final project, once the language requirements are established by IUCN, including number and actual professional domicile of interpreters, budget and payment schedules;
- Coordination of travel and accommodation requirements of all interpreters;

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- Coordination of the daily assignment and general schedule of interpreters onsite;
- Coordination with the chief interpreter of Korean interpretation team
- Taking all commercially reasonable steps to “Walk the talk” in terms of helping greening the Event as much as possible.

The daily interpretation needs and schedules (“Daily Schedule”) as currently envisaged, but subject to change and confirmation depending on circumstances, are as follows (excluding the needs for interpretation into Korean):

A. Pre-Congress Council meeting on September 5 (time to be confirmed)

- One interpretation team (at 6 people) +Coordinator (“Chief Interpreter”) (Chief Interpreter should be the onsite coordinator (daily assignment and general schedule of interpreters)) to cover 3 official IUCN languages

B. Congress Opening on September 6 (time to be confirmed)

- One interpretation team (at 6 people) +Chief Interpreter to cover 3 official IUCN languages

C. Forum – September 7 to 10 (including Forum Closing on September 10)

Forum events will be 90-120 minutes sessions with 30 minutes breaks between each session. They will probably start at 9h00 and end at 20h00. This includes a lunch break of 90 minutes. The exact schedule should be confirmed by mid 2011.

Not all Forum events will need interpretation. Based on our experience in the Barcelona Congress, we estimate that we need 8 interpretation teams (at 6 people each) +– 48 in total)+Chief Interpreter in order to accommodate our interpretation needs as well as the needs of other workshop organizers. This includes the interpretation team that needs to cover the Press Conferences. In case IUCN requires more teams for the Forum and/or side events are held during the Forum, the Chief Interpreter needs to be able to identify and hire more qualified interpreters. We envisage being able to give a more accurate estimation on interpretation requirements about 6 months before the Congress.

Based on the needs expressed by event organizers, IUCN might also offer them the opportunity to purchase interpretation services for their sessions and in that case the Interpretation Team could be required to provide such additional interpretation services.

D. Members’ Assembly and Congress Closing – September 11 to 15

- We need interpretation in all 3 IUCN Official Languages for the Plenary from 9h00 to 18h00 on September 11, 12 and 14 (potentially until 22h00 on 12 and 14)
- Day September 13 is a break and no interpretation is required
- We need interpretation in all 3 IUCN Official Languages for the Plenary from 9h00 to 14h00 on September 15
- Press briefings and/or conferences will be scheduled in the morning before Plenary, during lunch breaks and in the evening after the Plenary for which interpretation might be required.

→ Based on our experience in the Barcelona Congress, we estimate that we need 2 interpretation teams (6 people each) + Chief Interpreter for September 11, 12, 14, and 15.

The Daily Schedule is preliminary only and should be confirmed in 2011. The sittings of the Members’ Assembly are difficult to predict. Discussions might run longer and be extended into lunch breaks and/or the evening. Interpreters need to be flexible to adapt to these changes.

E. Post-congress Council meeting and Final Press conference – September 15

- We need interpretation in all 3 IUCN Official Languages from 14h30 to 18h00 on September 15

3. Responsibilities retained by IUCN in the Congress organization and detailing of the various entities in the Congress management structure

IUCN will bear overall responsibility for the organisation of the 2012 Congress, consistent with the objectives set. The IUCN Leader for Congress Onsite Services will be the main focal point and coordinate all interpretation arrangements.

IUCN's responsibilities include but are not limited to the following:

- **Programme:** Prepare the agenda and programme for the 2012 Congress
- **Documentation:** Preparation of Congress documents in advance of the opening in English, French and Spanish, including official working papers and information circulars and produce documents in all IUCN Official Languages onsite.

4. Specifications for Submitting Proposal

4.1. General nature of services requested

- This RFP invites the submission of proposals for the provision of Interpretation services as detailed above under section 2 "Detailed description of service components".

4.2. Contract terms

- As stated above the contract will be signed between the Chief Interpreter and IUCN based on the above RFP. The contract is expected to be effective from January 2011 until 15 September 2012
- Payment will be made only upon receipt of valid invoice and receipts documenting the services provided
- All contracts with individual interpreters and disbursements are subject to advance written approval by the IUCN Congress Unit and the Host Governments

4.3. Submission guidelines (format, date, time, receiver)

Time frame for tender process

- | | |
|---|---|
| ▪ Invitation to tender for Chief Interpreters services sent out | 31 August 2010 |
| ▪ Closing date/time for tender submission | 24 September, 14:00 (central European Time) |
| ▪ Announcement of decision (subject to contract negotiation) | November 2010 |

- Any proposal submitted shall include the following information:

a) Application document

An application document detailing the approach to provide the services required under Section 2 including the following:

- Duties of the Chief Interpreter
- Conclusion "why you should be selected"

b) Financial proposal

A document detailing financial conditions for the above mentioned services and including the following:

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- Individual Payment Fees, Management fee and schedule of payment
 - Estimates of Travel, Hotel, Per Diem (if any)
 - Overtime policy and cost
 - Preliminary budget on an Excel format and as an annex
 - Cancellation policy
- c) **Reference documents** that prove the experience of the Chief Interpreter and interpreters
- d) **Any additional information** that you deem relevant
- All responses to this RFP must be submitted in English in non editable PDF format, if not specified otherwise in this document
 - **Submission of tender deadline and mailing address:** It is the respondent's responsibility to ensure that submissions are received by email at Congress@iucn.org by no later than 14:00 Central European Time on **Friday, 24 September 2010**. No submission will be considered if (a) received after this deadline, or (b) transmitted via facsimile or mail, or (c) received at any IUCN office other than Headquarters (where the above email address is located).
 - **Enquiries:** Questions relating to meaning or interpretation of any part of this RFP or the solicitation process shall be transmitted and received **in writing prior to Monday, 20 September 2010** to Congress@iucn.org to the attention of Pamela Grasemann. Any interpretation, clarification or changes made to this RFP in response to any questions will be provided by IUCN in writing and will be sent to all bidders via e-mail. No answers to any questions shall be given in any other form or medium.

5. Selection criteria and process

The following main criteria will be considered to evaluate the responses received:

A. Responsiveness to this RFP and Format (10/100 points)

It will be assessed on the basis of:

- a. Understanding of the mandate
- b. Respect of submission guidelines
- c. Format: presentation, clarity, scope

2. The respondent's technical approach to providing the required services (30/100 points)

This will be evaluated based on the respondent's qualifications in providing the services listed under section 2 of this RFP, including the items listed below:

- Experience of Chief Interpreter in coordinating big interpretation teams of up to 70 people and flexibility to assess and adapt to changing requirements onsite
- Ability to recruit qualified interpreters with experience in conservation related conferences, preferably interpreters who have worked with IUCN before
- Ability to recruit interpreters mainly based in Korea or Pacific region
- Ability to recruit additional interpreters up to 4 months before the Congress

The respondent must convey a clear understanding of all issues involved in managing a project of this size and complexity, including a competent and appropriate management approach, operating procedures, staffing and proposed methods of interfacing with IUCN (language skills (oral/written), phone and e-mail services, focal point(s).

3. Qualifications & experience (20/100)

The respondent will be evaluated based on the breadth and depth of its qualifications and experience in the industry and in particular in projects of a nature and scope similar to this project. IUCN will place a strong emphasis on the references provided by the respondent for purposes of validating its qualifications and experience:

- i. References in events of a nature and scope similar to IUCN Congress
- ii. References in events with international organisations

4. Commitment to social and ecological (“green”) practices (10/100 points)

The respondent must describe its own internal standards in regards to social and ecological responsibility, and detail how it proposes to assist IUCN in establishing “green practices” during the Congress.

5. Pricing (30/100 points)

The respondent must indicate detailed service fees and other forms of remuneration (if any) clearly in relation to each of the service components listed in section 2 of this RFP, including

- i. Individual Payment fee and Management fee and schedule of payment
- ii. Estimates of Travel, Hotel, Per Diem (if any)
- iii. Overtime policy
- iv. Cancellation policy

The Chief Interpreter selected will be required to provide documentary evidence of adequate insurances (including general liability, staff health and accident insurance) prior to signature of the contract.¹

6. General conditions

- A. IUCN and the Host Country, in their sole discretion jointly and severally, reserve the right to accept or reject any bid, to cancel or modify the terms and conditions of the bidding process, and/or to reject all bids, at any time prior to the award of any contract, without thereby incurring any liability to any of the bidders and without any obligation to inform any of the bidders of the grounds for any such action by IUCN and/or the Host Country.
- B. Neither IUCN nor the Host Country shall be under any obligation to select any of the bidders submitting proposals. Any contract will be awarded in respect of the proposal(s) that IUCN and the Host Country consider to be most responsive to the stated needs and requirements, due consideration being given to IUCN general principles (including but not limited to economy and efficiency).
- C. If, after notification of the award(s), a bidder wishes to ascertain the reasons for which its bid was not selected, it should address its written request to that effect to the IUCN Congress Unit, who will provide a written response. It is understood, however, that (a) IUCN shall be under no obligation whatsoever to justify the substance of such response, and (b) any such inquiry from any bidder shall be restricted to its own bid and shall refrain from inquiring about or making reference to the bids of competitors (which, if made, shall remain unanswered).

¹ Insurance documentation does not need to be submitted with the proposal.