REQUEST FOR PROPOSAL (RFP)  
(For Low-Valued Services)

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: June 15, 2017</th>
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<tbody>
<tr>
<td></td>
<td>REFERENCE: Review of Management Plan for Chobe National Park</td>
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</table>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Review of Management Plan for Chobe National Park**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, June 30, 2017 and via email, courier mail or fax to the address below:

United Nations Development Programme  
United Nations Building, Government Enclave  
Cnr. Khama Crescent and President's Drive  
P. O. Box 54  
Gaborone, Botswana

OR by email to  
procurement.bw@undp.org

Your offer, comprising of a **Technical and Financial Proposal, in separate sealed envelopes**, should be submitted in accordance with instructions in the detailed solicitation documents and to the address stated above.

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are
submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
## Description of Requirements

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<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>Department of Wildlife and National Parks (DWNP)</td>
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</table>

### Brief Description of the Required Services\(^1\)

Provide a review of the management plan of the Chobe National Park and ensure that the overall management plan reconciles all the previous and current planning efforts into an implementable document.

### List and Description of Expected Outputs to be Delivered

- **a)** Inception Reports (4 digital and 5 hard copies) within 7 days of signing of the contract. This report will detail proposed methodologies, timing and required resources.
- **b)** Draft Management Plans (4 digital and 5 hard copies) within 20 days of signing the contract.
- **c)** Draft Final Management Plans (4 digital and 5 hard copies) to be produced 40 within days of the signing of the contract.
- **d)** Final Management Plans (4 digital and 5 hard copies) to be produced 10 days after review and acceptance of the Draft Final Management Report.

### Person to Supervise the Work/Performance of the Service Provider

Bio-Chobe Project Reference Group in Kasane.

### Frequency of Reporting

The consultants will be expected to report their progress to the project Coordinator, Bio-Chobe Project at each milestone during delivery of the contract.

### Progress Reporting Requirements

- **Monthly**

### Location of work

- **Gaborone**

### Expected duration of work

- 60 days

### Target start date

- 21 August 2017

### Latest completion date

- 31 October 2017

### Travels Expected

<table>
<thead>
<tr>
<th>Destination/s</th>
<th>Estimated Duration</th>
<th>Brief Description of Purpose of the Travel</th>
<th>Target Date/s</th>
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<tbody>
<tr>
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<td>days</td>
<td>Consultations</td>
<td>TBD</td>
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<td></td>
<td>days</td>
<td>Consultations</td>
<td>TBD</td>
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</table>

\(^1\) A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.
| **Special Security Requirements** | ☐ Security Clearance from UN prior to travelling  
☐ Completion of UN’s Basic and Advanced Security Training  
☐ Comprehensive Travel Insurance  
☒ Others None |
|-------------------------------|----------------------------------|
| **Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)** | ☐ Office space and facilities  
☐ Land Transportation  
☒ Others None |
| **Implementation Schedule indicating breakdown and timing of activities/sub-activities** | ☒ Required  
☐ Not Required |
| **Names and curriculum vitae of individuals who will be involved in completing the services** | ☒ Required  
☐ Not Required |
| **Currency of Proposal** | ☒ United States Dollars  
☐ Euro  
☐ Local Currency |
| **Value Added Tax on Price Proposal\(^2\)** | ☒ must be inclusive of VAT and other applicable indirect taxes  
☐ must be exclusive of VAT and other applicable indirect taxes |
| **Validity Period of Proposals (Counting for the last day of submission of quotes)** | ☐ 60 days  
☒ 90 days  
☐ 120 days |

In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

| **Partial Quotes** | ☒ Not permitted  
☐ Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)] |

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\(^2\) VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.
## Payment Terms

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Percentage</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report</td>
<td>10%</td>
<td></td>
<td>Within thirty (30) days from</td>
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<td></td>
<td>the date of meeting the</td>
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<td>following conditions:</td>
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<td></td>
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<td>a) UNDP’s written acceptance</td>
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<td>(i.e., not mere receipt) of</td>
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<td>the quality of the outputs;</td>
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<td>and</td>
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<td></td>
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<td>b) Receipt of invoice from</td>
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<td></td>
<td></td>
<td></td>
<td>the Service Provider.</td>
</tr>
<tr>
<td>Draft Strategy</td>
<td>20%</td>
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<tr>
<td>Final Draft Strategy</td>
<td>30%</td>
<td></td>
<td></td>
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<tr>
<td>Final Report</td>
<td>40%</td>
<td></td>
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</tbody>
</table>

### Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment

The Reference Group will provide comments and approval on whether to proceed to the next stage on all reports.

### Type of Contract to be Signed

- [ ] Purchase Order
- [ ] Institutional Contract
- [x] Contract for Professional Services
- [ ] Long-Term Agreement<sup>4</sup> *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*
- [ ] Other Type of Contract [pls. specify]

### Criteria for Contract Award

- [ ] Lowest Price Quote among technically responsive offers
- [x] Highest Combined Score *(based on the 70% technical offer and 30% price weight distribution)*
- [ ] Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.

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<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed $100,000.00.
| Criteria for the Assessment of Proposal | ☐ Expertise of the Firm including demonstrable experience in doing similar work in developing countries. To that end the firm shall also provide a list of at least 3 previous similar assignments. 20%  |
| Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20%  |
| Management Structure and Qualification of Key Personnel 30%  |

**Financial Proposal (30%)**
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

| UNDP will award the contract to: | ☒ One and only one Service Provider  |
| ☐ One or more Service Providers, depending on the following factors: [Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers] |

| Annexes to this RFP5 | ☒ Form for Submission of Proposal (Annex 2)  |
| ☒ Detailed TOR [Annex 3]  |
| ☒ General Terms and Conditions / Special Conditions (Annex 4)6  |
| ☐ Others7 [pls. specify]  |

| Contact Person for Inquiries (Written inquiries only)8 | enquirie.bw@undp.org  |
| or 3956093  |
Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

| Other Information [pls. specify] |  |

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5 Where the information is available in the web, a URL for the information may simply be provided.
6 Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.
7 A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.
8 This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

This serves as a guide to the Service Provider in preparing the Proposal.

Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
C. Qualifications of Key Personnel

As per the TORs (Annex 4), the Service Provider must provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
b) CVs demonstrating qualifications must be submitted if required by the RFP; and
c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1</td>
<td></td>
<td></td>
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<tr>
<td>2 Deliverable 2</td>
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<tr>
<td>3 ….</td>
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<tr>
<td>Total 100%</td>
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</tbody>
</table>

*This shall be the basis of the payment tranches

E. Cost Breakdown by Cost Component [This is only an Example]:

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
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<tbody>
<tr>
<td>I. Personnel Services</td>
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<tr>
<td>1. Services from Home Office</td>
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<tr>
<td>a. Expertise 1</td>
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<tr>
<td>b. Expertise 2</td>
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<tr>
<td>2. Services from Field Offices</td>
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<tr>
<td>a. Expertise 1</td>
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<td>b. Expertise 2</td>
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<td>3. Services from Overseas</td>
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<tr>
<td>a. Expertise 1</td>
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<td>b. Expertise 2</td>
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<tr>
<td>II. Out of Pocket Expenses</td>
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<tr>
<td>1. Travel Costs</td>
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<tr>
<td>2. Daily Allowance</td>
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<td>3. Communications</td>
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<tr>
<td>4. Reproduction</td>
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<tr>
<td>5. Equipment Lease</td>
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<tr>
<td>6. Others</td>
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<tr>
<td>III. Other Related Costs</td>
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</table>
[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
Annex 3

TERMS OF REFERENCE (TOR)

1. BACKGROUND

Chobe National Park, which covers an area of around 10,590 SQ KM is located in the Northern part of Botswana within the Chobe District. The CNP was gazetted on the 08th March 1968 (GN No. 4 of 1968). The Mababe Triangle was added in 1980 (SI No. 126 of 1980) and the Kakulwane triangle was added in 1987 (SI No. 9 of 1987). The park was divided into four main focal points comprising the Chobe River Front with flood plain and the teak forest, the Savuti Marsh in the west about 50km north of Mababe gate, the Linyanti swamps in the north west and the hot dry land in between (Nogatshaa).

At the peak of the ivory trade, the Chobe National Park was the favourite hunting ground for settler communities from Northern and Southern Rhodesia. This uncontrolled hunting threatened the viability of a large number of mammal and unique species such as the Chobe bushbuck, puku. To safeguard and sustain these and other species and create a place for relaxation and leisure, the Chobe National Park was established in 1931. To effectively manage wildlife resources in the Chobe National Park, the Department of Wildlife and National Parks (DWNP) assisted by Dr. C. Spinage working for FGU in 1988 drafted the first management plan for the Park. In this case a management plan was defined as a “policy document designed to guide the activities of the mother institution”, which in this case is the Department of Wildlife and national Parks.

The 1988, plan was followed by a second draft in 1993 by Deloitte and Touche. In 1997, through the European Union funded Wildlife Conservation and Development Project for National Parks a third management plan was produced.

In 2000, on behalf of the Chobe Wildlife Trust, the Ecosurv consultancy company produced the Chobe River Front Management Plan. The purpose of this plan was to reduce the perceived congestion along the Chobe River Front. The river front is an area designated as a High Density Tourism Zone (HDTZ), where all the tourist establishments in Kasane and surrounding settlements take their clients for game viewing, boat cruises, bird watching and other activities.

Currently the Park operates with three draft plans being the CNP management plan of 2002, CNP management plan of 2008 and the CNP River Front Management plan of 2008. In order to promote management efficiency and effectiveness of the Chobe National Park it needs an approved management plan. Management plans provide direction for the management and development of the park in a manner that enhances recreational opportunities, protects park resources, and provide for public input and protection of the environment. The plans also serve as a basis for continuity and consistency when staff is transferred. They assists park management to allocate scarce resources and when deficiencies become apparent it provides a powerful argument for outside assistance or for co-operative efforts between government departments.

There is also a requirement for constant review of management plans to align with emerging challenges, policies and to meet changing needs for parks to succeed or achieve their overall objectives. To this end, the National Parks and Game Reserves Regulations require the review...
of protected area management plans every five years. It is for this reason that the review of Chobe National Park (CNP) Management Plan is of paramount importance at this moment.

The purpose of the review of the management plan is therefore to reconcile all previous planning efforts into a single, easy-to-read and implementable document for the day-to-day use of the Park Managers in fulfilment of the requirements of the National Park and Game Reserve Regulations of 2000 (see Moremi and Makgadikgadi Nxai Pans National Parks Plans).

The proposed review also comes at critical time whereby forest reserves are being opened up for ecotourism purposes and therefore providing an opportunity for complementarity of their management.

Therefore, the Department of Wildlife and National Parks (DWNP) has proposed for the review of the Chobe National Park Management Plan. In light of this, UNDP is seeking to engage the services of a team of specialists led by an ecologist with extensive experience in protected area management and natural resources management to review the management plan of the Chobe National Park and ensure that the overall management plan reconciles all the previous and current planning efforts in to an implementable document.

2. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The main objective of the consultancy is to provide a review of the Chobe National Park Management Plan and related management plans and guidelines in line with international best practice in natural resource management, protection and conservation for improved management effectiveness of the Chobe Kwando Linyanti Protected Area matrix.

**Specific Objectives:**

a) Develop strategies for protection of the environment and biodiversity conservation taking into account climate change adaptation and mitigation concerns.

b) Align the management plan with current international best practices and existing relevant government policies, legislation Chobe decongestion Strategy and strategies including gender mainstreaming.

c) Outline the role of communities and private sector in Co-management of Protected Areas (Chobe National Park) and draw up modalities of their engagement using the existing Park Management Committees guidelines as a reference;

d) Identify opportunities for generation of sustainable economic returns from diverse wildlife related activities within the protected area without compromising ecological integrity.

e) Provide detailed analysis of the development and management of appropriate, unobtrusive facilities to enhance visitor appreciation and utilisation of the area's wilderness.

f) Provide a zoning plan that rationalizes and regulates the use of the protected area and its resources.

g) Provide analysis and recommendations on the protected area staff establishment required to effectively and efficiently implement the management plan taking into consideration its size and its IUCN category.
Scope of work:

a) All graphics to be included in the reports should be of a professional high standard and quality. They shall be presented in either A4 or A3 format in the report and in AO or A1 in an additional hardcopy.

b) Maps shall also be digitized in a format compatible with ArcGIS and with Metadata. All reports should be accompanied by an electronic copy.

c) The Reference Group will provide comments and approval on whether to proceed to the next stage on all reports within one (1) week of submission.

d) All reports are to be submitted in hard and soft copy to both the UNDP Country Office in Gaborone and to the Bio-Chobe Project Office in Kasane.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Capacity:

The required team will at minimum be required to comprise of the following specialists:

Ecologist

As team leader, the Ecologist should have at least a Master's Degree and a minimum of 10 years' work in protected area management. Specific experience in developing and reviewing the protected areas’ management plans. He/she shall coordinate the production of the various outputs of the assignment within the stipulated timeframes. The Ecologist will also lead on issues of biodiversity conservation and natural resources management.

Socio-Economist

Should have at least a Master's Degree and 10 years’ experience in the field. Extensive experience in natural resources management required. The specialist will lead on the collaborative management issues and also ensure that the communities and other relevant stakeholders play a role in the management of the Park. The specialist will also advise on the improvement of human-wildlife coexistence and by ensuring that Park management is not done in isolation to its buffer zones and community areas.

Tourism specialist

Should have at least a Master's Degree and 10 years’ experience in the field. Extensive experience in tourism development and management required. He/she shall lead the tourism assessment of the Chobe National Park and also guide the tourism initiatives and opportunities planning and development in the revised CNP management plan.

The consultants should also:

- Have relevant experience of work either in the Botswana or the Southern African region.
- The consultants must submit documents including a detailed resume showing capacity to undertake the contract.
- Those tendering shall disclose all current, on-going, similar or related work and
anticipated completion dates, for the client to assess the consultant's capability of
giving total commitment and timely delivery of the contract

- Have extensive expertise and a traceable profile in protected area management planning.
- Extensive experience in protected area management, tourism development, natural resources, related research methodology development, data collection, analysis and report writing
- Experience of working in protected areas in Botswana is an added advantage
- Good communication skills for effective communication with the various stakeholders in the CLK area; community, private sectors, government, CBOs etc.
- Good command of English (speak, read & write), spoken Setswana is necessary
- Ability to use information and internet technology applications

4. **WORK PLAN, EXPECTED RESULTS AND DELIVERABLES**

The following are the project deliverables:

(a) Inception Reports (4 digital and 5 hard copies) within 7 days of signing of the contract. This report will detail proposed methodologies, timing and required resources. The inception report shall be subject to a formal review and approval by the Reference Group, constituted to provide oversight and quality assurance services to consultancy.

(b) Draft Management Plans (4 digital and 5 hard copies) within 20 days of signing the contract.

(c) Draft Final Management Plans (4 digital and 5 hard copies) to be produced 40 within days of the signing of the contract.

(d) Final Management Plans (4 digital and 5 hard copies) to be produced 10 days after review and acceptance of the Draft Final Management Report

5. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

I. Proposal
   - Explaining why they are the most suitable for the work
   - Provide a brief methodology on how they will approach and conduct the work

II. Financial Proposal
   - The financial proposal will specify the daily fee of the individual consultant based on the number of days worked, cost of travel and daily subsistence fees (in not resident in Country)

III. Personal CV including past experience in similar projects and at least names and contacts of 3 referees.

**IMPACT OF RESULTS**

Reconcile all previous planning efforts into a single, easy-to-read and implementable document for the day-to-day use of the Park Managers in fulfilment of the requirements of the National Park and Game Reserve Regulations of 2000.
DURATION OF ASSIGNMENT

The consultancy shall be undertaken within a period not exceeding months with effect from. The Final Strategy and Action Plan, ready for government approval, shall be completed by.

FINANCIAL SCHEDULE

The payment schedule will be as follows:
1. 10% upon approval of inception report.
2. 20% upon approval of the draft report.
3. 30% upon approval of the draft final report.
4. 40% upon approval of Final report.

EVALUATION CRITERIA

The consultancy will be evaluated according to the Criteria below,

Technical Capability of the Firm to deliver the required consultancy outputs evaluated on a scale of 0-70 points wherein the qualifying mark is 70%. The criteria to be used are shown below:

<table>
<thead>
<tr>
<th>Criteria for evaluation</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expertise of Firm / Organization</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>2. Proposed Methodology, Approach and Implementation plan</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>3. Management Structure and Key Personnel</td>
<td>30%</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>70</strong></td>
<td></td>
</tr>
</tbody>
</table>

Consultant will be evaluated based on the Cumulative Analyses Methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

A. Responsive / compliant / acceptable, and
B. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight; (70%)
- Financial Criteria weight; (30%)

Only Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation. The total number of points allocated for the price component is 30%. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.
UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores.

UNDP retains the right to contact references directly.
1.0 **LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 **SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 **CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 **ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 **SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 **OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.
7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or subcontractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or subcontractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or subcontractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;
8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no
longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of
performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

*13.1.1* use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

*13.1.2* use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

*13.2.1* Any other party with the Discloser's prior written consent; and,

*13.2.2* the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

*13.2.2.1* A corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

*13.2.2.2* Any entity over which the Party exercises effective managerial control; or,

*13.2.2.3* for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.
18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.
22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.