



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

NAME & ADDRESS OF FIRM	DATE: August 27, 2021
	REFERENCE: <b>Biodiversity Finance Initiative (BIOFIN)</b> <b>Preparing a business case for the development of a voluntary market-based certification scheme for South Africa's wildlife economy sector.</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Biodiversity Finance Initiative (BIOFIN)**  
**Preparing a business case for the development of a voluntary market-based certification scheme for**  
**South Africa's wildlife economy sector**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** through e-tendering system (<https://etendering.partneragencies.org>) no later than **16h00 Friday, September 10, 2021** via e-Tendering system.

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

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 3.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit  
UNDP South Africa  
8/27/2021*

## Description of Requirements

Context of the Requirement	<p>The Biodiversity Finance Initiative (BIOFIN) is implemented by the United Nations Development Programme, with financial support from the European Commission and the Governments of Germany, Switzerland, Norway and Flanders. This global initiative is envisioned to transform the way in which biodiversity finance is mobilized allowing for greater resources to be enacted as required within the Aichi Targets defined in the Convention on Biological Diversity Strategic Plan (2011 – 2020). Over the past nine years, the UNDP Global BIOFIN team together with 39 countries have been involved in developing and piloting the BIOFIN methodology which is continuously refined through national, regional and global learning.</p> <p>In South Africa, the BIOFIN project is implemented at a national level by the UNDP in partnership with the Department of Forestry, Fisheries and the Environment (DFFE). South Africa initiated its BIOFIN programme in 2015 and has met several envisioned goals including the undertaking of a Policy and Institutional Review (PIR), Financial Needs Assessment (FNA), Biodiversity Expenditure Review (BER) and Biodiversity Financial Plan (BFP). Within the Biodiversity Finance Plan, 16 financial solutions were identified as being instruments that could be developed or refined to increase financial flows earmarked for biodiversity protection.</p> <p>As part of Phase II implementation, eight priority finance solutions have been identified for implementation. One of the priority financial solutions that has been identified is on the development and implementation of a voluntary market-based certification scheme in South Africa's wildlife economy sector. Priority activities that have been identified under this financial solution are the development of a spatial database of game ranches in South Africa; undertaking an assessment of the biodiversity contribution of the ranching sector; undertaking a consumer demand study and preparing a development and business case for the wildlife economy certification scheme; ongoing stakeholder consultation; the development of sustainability standards at the game ranch and the activity level; the development and implementation of the scheme in line with the findings of the business case; and support for the development of Biodiversity Economy brand for certified enterprises.</p> <p>These activities build on outputs in the Phase I BIOFIN implementation in South Africa, which included a literature review and feasibility study on the development of such a scheme. The literature review outlined the extent, activities and economic contribution of the private wildlife sector in South Africa; identified industry stakeholders and provided an overview of wildlife industry legislation and best practice guidelines; and unpacked conservation and welfare issues prevalent in the sector. A chapter on international and national experiences of certification provided an introductory overview of certification; steps in developing a certification scheme; global growth in certification schemes; and lessons learned from relevant schemes. This review provided insight into the strengths and weaknesses, and costs of various existing certification schemes. An initial investigation, by means of a choice experiment, into the what level of reward would need to be realized in order to induce producers in the sector (ie wildlife ranchers) to sign up to the scheme was undertaken. The assignment outlined in this Terms of Reference is based on some of the recommended next steps as identified in the study.</p>
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Implementing Partner of UNDP	Department of Environment, Forestry and Fisheries
Brief Description of the Required Services <sup>1</sup>	<p>In undertaking the work, it is critical that stakeholders must be engaged including DFFE, SANBI, SANParks, Provincial Authorities, relevant wildlife ranching role players and other institutions and organizations which may be identified at the project inception stage. The firm will be required to participate in an inception meeting with the project team and prepare an inception report on how the assignment will be undertaken.</p> <p>It is required that an analysis be undertaken which should include a review of literature in consultation with relevant organizations and institutions to collect additional data and to fill data gaps in the existing information.</p> <p>In Undertaking a Demand Study the firm will be required to clearly show the extent to which there is demand for and investment in the certification scheme can benefit communities and lead to the sustainable growth of the wildlife economy sector. Additionally, the firm is required to prepare and distribute targeted surveys to different types of consumers of wildlife products and experiences, collate results into a consumer demand study that will inform the preparation of the development and business cases.</p> <p>In developing a business case document the firm is required to demonstrate quantitative and qualitative benefits using lessons from other certification schemes and voluntary standards to shape the report. The draft document will be reviewed by the project team.</p> <p>The firm will be required to produce a report outlining the development case of the certification scheme</p> <p>All analysis should ensure that both qualitative and quantitative data is presented in a clear and concise way that enables informed policy decisions to be undertaken. Data collection methodologies should be co-designed with SANBI who are currently implementing a survey project with the wildlife ranching industry.</p> <p>The firm will be required to administer and coordinate all consultancy related meetings and prepare monthly progress plans and reports and present in project meetings. A handover meeting will be required at the end of the assignment.</p> <p>At a minimum, in addition to the BIOFIN team, the appointed firm will be required to report to the Certification Scheme Working Group, DFFE Working Group 1 and the Wildlife Forum at required intervals - this will be arranged by the DFFE. The firm will be provided with relevant national and provincial documentation compiled to date, by DFFE.</p>

<sup>1</sup> 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.

List and Description of Expected Outputs to be Delivered	<p>In this regard, the objectives of this assignment are to:</p> <ol style="list-style-type: none"> <li>1) Undertake a demand study of consumers of wildlife products and activities to ascertain the importance of sustainability considerations in consumer choices</li> <li>2) Prepare a Development Case for the certification scheme, taking into account, but not limited to, the following:</li> <li>3) Prepare a Business Case for the certification scheme, taking into account, but not limited to, the following:</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	The service provider is expected to engage closely with the BIOFIN Project management specialist and assigned contact within DFFE and to participate in-person during an inception meeting.
Frequency of Reporting	<i>AS and when required in the workplan</i>
Progress Reporting Requirements	<p>The service provider will be appointed through UNDP processes.</p> <p>Following the contracting process of the service provider, the service provider is expected to engage closely with the BIOFIN Project management specialist and assigned contact within DFFE and to participate in-person during an inception meeting.</p> <p>Whilst the contract is held with UNDP, coordination and implementation modalities will be jointly shared with DFFE. UNDP and DFFE will have the overall responsibility for supervising the technical quality of the deliverables, calling and convening all meetings with the service provider, making logistical arrangements, and seeing to the overall day-to-day interaction directly with the service provider. UNDP is responsible for making payments and administration associated with contract management. To this end, UNDP will authorise payments upon written approval by both the BIOFIN Programme Manager in South Africa and BIOFIN Project Management Specialist. It is expected that there will be a minimum of a monthly meeting with UNDP and DFFE and this may be arranged in frequency as needed during the implementation to present Monthly progress reporting. Any proposed deviations from the original project implementation plan shall be explained to UNDP and DFFE in writing.</p> <p>The firm is expected to present monthly progress reports detailing:</p> <ul style="list-style-type: none"> <li>- Progress against the project plan</li> <li>- Risks/current challenges identified</li> <li>- Items needing attention and decision making.</li> <li>- Any proposed deviations from the original project implementation plan shall be explained to the BIOFIN National Project Manager, BIOFIN task team leader and UNDP in writing.</li> </ul> <p>The project report (s) must be submitted in electronic format in English.</p>

Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	100 working days
Target start date	Upon signing of the contract by both parties
Latest completion date	100 working days
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 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.
	<input checked="" type="checkbox"/> Not permitted

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input type="checkbox"/> Permitted	
Payment Terms <sup>3</sup>	Deliverables	Payment
	1. Participate in an inception meeting with the BIOFIN core team and the Certification Scheme Working Group and produce an inception report and refined high-level work plan	10%
	2. Undertake the Certification scheme consumer demand survey with targeted groups of consumers and prepare a synthesis report to inform aspects of the development and business case	30%
	3. Prepare the development case for the certification scheme 4. Host a workshop (online or physical to be determined) with industry stakeholders to present the findings of the consumer demand study, the development case and get inputs into a draft framework of the business case	30%
	1. Circulate draft business case for stakeholder input 2. Host a validation workshop with industry stakeholders and finalize all three deliverables / products 3. Close out meeting and presentation of all materials, reports and documents developed.	30%
	All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNCDF	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP will authorise payments upon receipt of written approval and certification of each deliverable by the BIOFIN task team leader. UNDP will also be responsible for technical backstopping as and when required by the BIOFIN task team leader.	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services	

<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.

	<input type="checkbox"/> Long-Term Agreement <sup>4</sup> <input type="checkbox"/> Other Type of Contract																			
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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.																			
Criteria for the Assessment of Proposal	<table><tr><td colspan="2"><b><u>Technical Proposal (70% of the overall proposal - 100 points)</u></b></td></tr><tr><td><b>Evaluation criteria</b></td><td><b>Max score</b></td></tr><tr><td></td><td>(100)</td></tr><tr><td>Proposed Methodology: A clear methodology for each of the three deliverables (consumer demand study, development and business case) must be described, and the methodology must outline how the Scope of Work will be carried out according to deliver each deliverable</td><td>30</td></tr><tr><td>Proposed Work Plan and management of the project: Detailed work plan with intermediate and final outputs and identified timeframes / milestones and resources and designated responsibilities of the team of consultants must be indicated in the proposal for achieving of the deliverables.</td><td>10</td></tr><tr><td>Documented qualifications and experience (for each of the three required consultants): demonstration of necessary resources and technical expertise to undertake and successfully complete the project. Documented relevant academic qualifications must be showcased, as well as experience, knowledge, proven track record and evidence of undertaking similar projects. (Max 18 points)</td><td>20</td></tr><tr><td>The proposal must reflect sensitivity to gender equity. This will ensure gender mainstreaming and skills development. (Max 2 points)</td><td></td></tr><tr><td>Technical Capability/ expertise and track record of previous work done that relates to the deliverables of this assignment and knowledge (for each of the three required consultants) in the respective fields outlined above, i.e. certification, wildlife economy, wildlife ranching, business strategy and economics (environment and conservation sector experience preferable) and may also have, planning/management practices, project management and finance mechanisms experience. Previous experience in engaging with international and national experts and institutions as well as with community stakeholders.</td><td>30</td></tr><tr><td>The company’s experience, track record and knowledge in developing business strategies and business cases. The bidder should submit full details of at least</td><td>10</td></tr></table>		<b><u>Technical Proposal (70% of the overall proposal - 100 points)</u></b>		<b>Evaluation criteria</b>	<b>Max score</b>		(100)	Proposed Methodology: A clear methodology for each of the three deliverables (consumer demand study, development and business case) must be described, and the methodology must outline how the Scope of Work will be carried out according to deliver each deliverable	30	Proposed Work Plan and management of the project: Detailed work plan with intermediate and final outputs and identified timeframes / milestones and resources and designated responsibilities of the team of consultants must be indicated in the proposal for achieving of the deliverables.	10	Documented qualifications and experience (for each of the three required consultants): demonstration of necessary resources and technical expertise to undertake and successfully complete the project. Documented relevant academic qualifications must be showcased, as well as experience, knowledge, proven track record and evidence of undertaking similar projects. (Max 18 points)	20	The proposal must reflect sensitivity to gender equity. This will ensure gender mainstreaming and skills development. (Max 2 points)		Technical Capability/ expertise and track record of previous work done that relates to the deliverables of this assignment and knowledge (for each of the three required consultants) in the respective fields outlined above, i.e. certification, wildlife economy, wildlife ranching, business strategy and economics (environment and conservation sector experience preferable) and may also have, planning/management practices, project management and finance mechanisms experience. Previous experience in engaging with international and national experts and institutions as well as with community stakeholders.	30	The company’s experience, track record and knowledge in developing business strategies and business cases. The bidder should submit full details of at least	10
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<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.



	<p>three reliable contactable signed references for projects of a similar scope which were successfully completed previously.</p>	
	<p><i>(minimum qualifying score – 70 points)</i></p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>	
Annexes to this RFP <sup>5</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)<sup>6</sup></p> <p><input checked="" type="checkbox"/> Detailed TOR</p> <p><input type="checkbox"/> Others<sup>7</sup> [pls. specify]</p>	
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>Procurement Unit</p> <p><a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a></p> <p>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.</p>	
Other Information [pls. specify]		

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> 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.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> 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.