



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

NAME & ADDRESS OF FIRM	DATE: May 17, 2022
	REFERENCE: Developing sustainability standards and a voluntary, market-driven certification scheme for the Wildlife Economy sector

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Developing sustainability standards and a voluntary, market-driven certification scheme for the 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** to bid.pretoria@undp.org no later than **16h00 Friday, June 17, 2022**.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
2/7/2022*

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>The BIOFIN programme is now looking for a sustainability expert to assist with the development of sustainability standards at the game ranch and the activity level; the development of the certification scheme, stakeholder consultation, setting up and initial implementation of the scheme</p>
Implementing Partner of UNDP	Department of Forestry, Fisheries and Environment (DFFE)
Brief Description of the Required Services ¹	The BIOFIN programme is now looking for a sustainability expert to assist with the development of sustainability standards at the game ranch and the activity level; the development of the certification scheme, stakeholder consultation, setting up and initial implementation of the scheme.

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.

List and Description of Expected Outputs to be Delivered	<p>The project is envisioned to have the following outputs:</p> <ul style="list-style-type: none"> - A co-designed set of sustainability standards with broad buy in from stakeholders across the value chain - A documented and robust process of stakeholder consultation on all aspects related to the certification scheme with a wide range of stakeholders - An established, registered and accredited certification scheme with structures and administration procedures clearly defined.
Person to Supervise the Work/Performance of the Service Provider	BIOFIN task team leader
Frequency of Reporting	<i>AS and when required in the workplan</i>
Progress Reporting Requirements	<p>The recruitment and appointment of the team will be through UNDP, however, all coordination and implementation modalities will be coordinated through the BIOFIN National Project Manager and the BIOFIN task team leader stationed at the Department of Forestry, Fisheries and Environment (DFFE). The BIOFIN task team leader (or designate) will interact directly with the team and have the overall responsibility for supervising the technical quality of the deliverables, convening all meetings with the team, making logistical arrangements, and seeing to the overall day-to-day management of the consultancy.</p> <p>UNDP is responsible for processing invoices for payments and the administration associated with the management of this contract. To this end, 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.</p>
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	80 working days over 7 months period
Target start date	Upon signing of the contract by both parties
Latest completion date	80 working days over 7 months period
Travels Expected	The consultancy assignment will be home-based with travel for meetings in the field (where possible, and to be determined by the team and the BIOFIN National Project Manager considering probable future COVID-19 restrictions) and in Pretoria. Foreseeable travel costs should be included in the Financial Proposal as part of the application submission documents.

	<p>Unforeseeable travel should be agreed upon, between the BIOFIN team leader and the team, prior to travel and will be covered and paid by UNDP from the BIOFIN Programme as per the UNDP reimbursable fees structure/guidelines.</p> <p>In a case where there is a need to travel (unforeseeable travel), the costs including transport, lodging and terminal expenses will be covered and paid by UNDP based on UNDP rates. The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the team. UNDP will not cover any costs associated with moving to the Duty Station (Pretoria). There is no anticipated travel outside the South Africa for this assignment.</p>
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 ²	<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	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days

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

<i>last day of submission of quotes)</i>	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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted			
Payment Terms ³	Deliverable	Description	Payment	
	Deliverable 1: Inception report and Inception workshop Invoice 1	Presentation and inception report	10%	
	Deliverable 2: Initial Draft of Sustainability Standards Invoice 2	An initial complete draft of Sustainability standards for the Wildlife Ranching Sector developed together with the Task Team and Wildlife Certification Programme Steering Committee. This should include elements of weighting/scoring, continuous improvement and biodiversity conservation	20%	
	Deliverable 3: Final Draft of sustainability standards Invoice 3	A final draft of Sustainability Standards based on a series of consultations and a maximum of iterations taking into account feedback received. -	20%	
	Deliverable 4: Initial Draft of Governance, Administrative and Financing mechanisms for the certification body Invoice 4	A detailed strategic report outlining proposals for the Governance, Administrative Functions, and Financing	20%	
	Deliverable 5: Final Draft of Governance, Branding, Administrative and Financing mechanisms for the certification body Invoice 5	A detailed strategic report outlining proposals for the Governance, Branding, Administrative Functions, and Financing of the certification body. This should be have gone through at least 3 iterations based on multi-stakeholder input	20%	
	Deliverable 5: Handover of registered certification body and strategies Invoice 6	Final report	10%	
	All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP			
	Person(s) to review/inspect/ approve outputs/completed	UNDP is responsible for processing invoices for payments and the administration associated with the management of this contract. To this end, UNDP will authorize payments upon receipt of written approval and certification of each deliverable by the BIOFIN task team leader.		

³ 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.

services and authorize the disbursement of payment													
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <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	<p>Technical Proposal (70% of the overall proposal - 100 points)</p> <table border="1"> <thead> <tr> <th>Technical Evaluation Criteria</th><th>Max score (100)</th></tr> </thead> <tbody> <tr> <td>Proposed Methodology: A clear methodology must be described, and the methodology must outline how the Scope of Work will be carried out according to each deliverable and showcase an understanding of the biodiversity economy in South Africa and certification schemes.</td><td>30</td></tr> <tr> <td>Proposed Work Plan: A detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.</td><td>20</td></tr> <tr> <td>Documented relevant academic qualifications and experience of the team. (Atleast one member of the team 8 - 10 years of professional international experience, and another with 8-10 years national experience)</td><td>13</td></tr> <tr> <td>Gender diversity of the team</td><td>2</td></tr> <tr> <td>Demonstrated technical capability/ expertise, knowledge, and experience in the fields of sustainability, certification scheme development and management, environmental economies, conservation management</td><td>20</td></tr> </tbody> </table>	Technical Evaluation Criteria	Max score (100)	Proposed Methodology: A clear methodology must be described, and the methodology must outline how the Scope of Work will be carried out according to each deliverable and showcase an understanding of the biodiversity economy in South Africa and certification schemes.	30	Proposed Work Plan: A detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.	20	Documented relevant academic qualifications and experience of the team. (Atleast one member of the team 8 - 10 years of professional international experience, and another with 8-10 years national experience)	13	Gender diversity of the team	2	Demonstrated technical capability/ expertise, knowledge, and experience in the fields of sustainability, certification scheme development and management, environmental economies, conservation management	20
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⁴ 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.

	and related biodiversity planning/management practices and project management. (50% of marks will be awarded for expertise in sustainability, certification scheme development and management)	
	Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.	15
	(minimum qualifying score – 70 points) 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:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:	
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]	
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> procurement.enquiries.za@undp.org 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]		

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.