



SELECTION OF CONSULTANTS

SINGLE STAGE OPEN COMPETITIVE SELECTION

REQUEST FOR PROPOSALS

Reference No.: RFP/AWF/RW/04-21

Selection of Consulting Services for Preparation of a Resettlement Action Plan and Social Economic Study of The Persons Affected by Volcanoes National Park Expansion Pilot Project

Client: African Wildlife Foundation

Country: Rwanda

Issued on: May 7, 2021



Section 1.1. Letter of Invitation

Dear Sir or Madam,

1. Rwanda Development Board (RDB) in partnership with Wildness Safari (WS) and African Wildlife Foundation (AWF) has initiated a pilot project to serve as a trial run for the Volcanoes National Park Expansion program and will help determine if any adjustments to the implementation plan or adaptations to the program are necessary.
2. To ensure that adverse impacts on local communities resulting from the project activities are identified, prevented, mitigated and redressed in conformity with the United Nations Guiding Principles on Human Rights, a Consultancy Service for the Preparation of a Resettlement Action Plan and Social Economic Study of The Persons Affected by Volcanoes National Park Expansion Pilot Project has been commissioned.
3. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): **Preparation of a Resettlement Action Plan and Social Economic Study of The Persons Affected by Volcanoes National Park Expansion Pilot Project**. More details on the Services are provided in the Terms of Reference (Section 2.1).
4. A firm will be selected under Quality and Cost Based Selection (QCBS) procedures in a Full Technical Proposal (FTP) format as described in this RFP and in accordance with AWF procurement policies and Guidelines.
5. The RFP includes the following documents:
 - Section 1.1 - Letter of Invitation
 - Section 1.2 - Instructions to Consultants
 - Section 1.3 – Evaluation Criteria
 - Section 2.1 - Terms of Reference
 - Section 3.1 - Technical Proposal Standard Format
 - Section 3.2 - Financial Proposal - Standard Format
6. Details on the proposal's submission date, time and address are provided in section 1.2 – Instructions to Consultants.

Yours sincerely,



Section 1.2 - Instructions to Consultants

- **Method of evaluation:** Quality and Cost Based Selection (QCBS) procedures in a Full Technical Proposal (FTP)
- **Procurement method:** A Single Stage Open Competitive Selection – Request for Proposal where Financial Proposal will be submitted together with Technical Proposal:
- The Client will provide the following **inputs to facilitate the preparation of the Proposals:** (1) Project concept note, (2) Resettlement Policy framework, (3) AWF Policy and Standard for Rights-based Conservation,
- **Language:** This RFP has been issued in English. This shall be the governing language of the RFP. Proposals must be submitted, and all correspondence exchange shall be in the language of this RFP.
- Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible.
- Clarifications may be requested no later than 15 days prior to the submission deadline. The contact information for requesting clarifications is: procurement@awf.org with a copy to PNsabimana@awf.org
- Proposals must remain valid for 120 calendar days after the proposal submission deadline.
- Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements. Where the Electronic Procurement Platform is used, the Consultant shall submit the attachments required by the platform.
- The Financial Proposal shall be stated in the following currencies or currencies: [US\$]



- **The Proposals must be submitted no later than:**

Date: June 10, 2021

Time: 5p.m EAT

Submission address is: procurement@awf.org with a copy to PNsabimana@awf.org

- The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = [70:], and

P = [30:]

- Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.
 - Expected date and address for contract negotiations: To Be Determined after the completion of the evaluation of proposals.
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Section 1.3 – Evaluation Criteria

		Min. Technical Score (% of max.)
Criteria	Weight	
(a) Consultant’s relevant professional experience:	[15]	-
▪ experience in similar assignments [50%]		
▪ experience in similar locations [30%]		
▪ structure, organization, capacity of Consultant [20%]		
▪ [other]		
(b) Quality of the methodology proposed for the Assignment:	[30]	[70-80]
▪ understanding of assignment [20%]		
▪ approach and methodology [20%]		
▪ work plan and team assignments [60%]		
▪ [other]		
(c) Qualifications of Key Experts:		
	[50]	[70-80]
Team Leader [60%]		
Social / Community specialist [40%]		
Each of the Key Experts listed above will be evaluated as follows:		
▪ general qualifications [5%-10%]		
▪ specific experience and expertise related to their task [50%-70%]		
▪ experience in region [10%-20%]		



▪ [other: language, IT capability, etc]		
(d). Other factors	[5]	
▪ local participation		
▪ local presence		
▪ back-up capacity		
▪ quality assurance		
▪ training/transfer of know how		
TOTAL	100	[70-80]

Section 2.1 - Terms of Reference

Background

Rwanda Development Board (RDB) in partnership with Wildness Safari (WS) and African Wildlife Foundation (AWF) has initiated a pilot project to serve as a trial run for the Volcanoes National Park Expansion program and will help determine if any adjustments to the implementation plan or adaptations to the program are necessary.

The project is targeting 450 Ha located in western area of Volcanoes national Park (VNP) and includes following components:

Park expansion: land acquisition on 450 ha, removal of all infrastructure and alien species, a 5-year restoration of the area using indigenous species.
Green village: a smart village will be constructed to host relocated community, it will be composed by a housing component, renewable energy, improved cookstoves, water harvesting facility, waste management, shared livestock unit, a smart room, etc.

Conservation and Development Master Plan: a Conservation Investment Blueprint for the Landscape will combine policy, investment, and business-engagement elements into an integrated framework for action to accompany the expansion plan with the aim to trigger a transformation of the economy around the park towards green growth.



Livelihood improvement: the strategies for securing the livelihoods of the 13,800 people directly affected by the expansion plan which will guide investment into livelihood opportunities for project affected people with a focus on support in smart agriculture production, access to jobs in landscape restoration and other income generating activities for the community.

AWF takes a rights-based approach, which means integrating human rights norms, standards and principles into conservation policy, design, planning, implementation, and outcomes evaluation to ensure that conservation practice respects human rights in all cases and supports further fulfillment where possible. As a duty bearer to rights holders affected by AWF's work, AWF commits to respect, protect and, promote Human Rights at all times irrespective of ethnic group, gender, race, sexual orientation, age, or class by adopting a rights-based conservation approach.

The purpose of the Consultancy Service for the Preparation of a Resettlement Action Plan and Social Economic Study of The Persons Affected by Volcanoes National Park Expansion Pilot Project is to ensure that adverse impacts on indigenous peoples and local communities resulting from the project activities are identified, prevented, mitigated and redressed in conformity with the United Nations Guiding Principles on Human Rights.

Objectives of the Assignment

The consultant must prepare a Resettlement Action Plan (RAP), acceptable to RDB. The targeted communities will be four villages (Myase, Nyarusizi, Nyakigina and Gahura) directly affected by the land acquisition for park expansion as detailed above.

The specific objectives of the consultancy

- To work with RDB to determine who are considered 'Project Affected People (PAPs)'. The PAP list will identify individuals and/or households that are vulnerable affected by the project, assess their vulnerability including and include details on the reasons for their vulnerability.
- To work with RDB to organize consultations with all households and individuals impacted by the Volcanoes National Park Expansion Pilot

Project. Consultations will focus on introducing the Free, Prior and Informed Consent (FPIC) principles, RAP preparation process, providing information on the process and approach, and receiving input from Project Affected People.

- To work with RDB to collect and analyze baseline data, specifically the socio-economic status of all households and individuals to provide a basis for monitoring.
- Assess the current Country grievance mechanism through the review of its compliance to international standards, check if all the needed structures in the landscape are in place and working. in case of any gap, support RDB to establish needed structures and their capacity building.
- To work with RDB and prepare detailed inventory of affected assets.
- To develop mitigation measures to address all losses including livelihood restoration support where relevant and differential measures for vulnerable households.
- To make use of the detailed valuation of land and properties for compensation purposes.
- To prepare a detailed resettlement action plan including a PAP list which has details of the affected households, impacts identified and proposed mitigation measures including compensation measures, in line with the Resettlement Policy Framework.
- To document all engagement activities undertaken including the FPIC process as part of the preparation of the RAP including detailed meeting minutes.

Methodology

The Consultant is expected to provide a method statement on how he will conduct the assignment. The method statement will detail the mechanism and tools to be used until the final report/RAP is accepted by the client. This will include design of tools such as questionnaires, draft body structure of the RAP to be used, and approach to engage various stakeholders.

The Consultant will collect and make use of the data i.e. asset inventory and compensation. S/he will coordinate with RDB in order to fulfill this assignment. To achieve the expected result and deliverables, the Consultant will perform the duties with a detailed scope of work as follows.

- The consultant to prepare a detailed method statement for how he/she will develop the RAP.
- Desk Review: the consultant will review existing documents.
- Field visit – Consultant will be required to undertake field visits to the project area under the Client’s guidance.
- Develop a census and social economic of displaced person’s data.
- Describe the compensation and other resettlement assistance to be provided.
- Consult the displaced people about the FPIC.
- Provide in the RAP monitoring, implementation and reporting.
- Implementation schedule
- Timetable and budget

Census

The Consultant is expected to undertake the census with the Client’s participation, guidance and coordination. The consideration will be the four villages under the pilot project. S/he will further enumerate the affected people and register them according to their location.

The Socio-Economic Study

- The socioeconomic study is expected to provide inputs for policy formulation so the appropriate decision could be made for resettlement measures and livelihood restoration of the project affected persons. In particular:
- The socio-economic questions must cover the following topics: (1) Income stream analysis – annual incomes from various sources, including income generated by female household members. (2) Calculation of anticipated impact of expropriation on annual income, including activities led by female household members. (3) Intended use of compensation or anticipated compensation for land, other assets. (4) Planned strategies to cope with the loss, and anticipated impact of the strategies. (5) Identification of specific vulnerabilities (age, disability, single-parent household) that may require supplemental mitigation measures, (6) Assessment of the impact of displacement on the community and affected people.

- Administer the questionnaire to all affected households' primary owners and actual land users (third parties) and create a database in SPSS or similar format.
- Compose a standardized profile of each affected household, indicating household income and sources; relative impact on the household income and sources of the loss of the expropriated land; possible mitigation measures for any households whose incomes are likely to decline as the result of the expropriation.
- Prepare a summary analysis of the household characteristics and anticipated impacts of expropriation on affected households, in aggregate, and in demographic categories (age, gender, family size, etc). To the extent possible, use tables and figures and minimize text.
- Prepare a simple monitoring and evaluation plan that can be implemented by RDB to track impact and assess the final outcome of the expropriation process on affected households.

Asset Inventory and Compensation

The aim of the RAP is to ensure that all affected parties are compensated and assisted in restoring their livelihoods. In line with Rwandan laws a government registered valuer will undertake valuation of assets. The consultant will make use of the collected information to determine livelihood assistance. It is during this time that, communities affected will thoroughly be consulted to consent in order to develop a reasonable consensus on the methods and formulas for assigning value to lost assets and income forgone during resettlement and validate them.

Legal and Policy Framework

RAP preparation will ensure project affected people (PAPs) are compensated according to the Organic Law N° 08/2005 of 14/07/2005 determining the use and management of land, Law N° 18/2007 of 19/04/2007 relating to expropriation in the public interest and Law N°17/2010 of 12/05/2010 establishing and organizing the real property valuation profession.

RAP Preparation need to be in line with AWF Policy and Standard for Rights-based Conservation. Especially compliance with different aspects of the human rights agenda as defined by the international bill of Human Rights and the African Charter on Human Rights and by other United Nations and ILO instruments on rights of individuals belonging to specific groups or populations that require particular attention such as indigenous peoples; women; national or ethnic, religious and linguistic minorities; children; persons with disabilities; and migrant workers and their families.

Where regional and international human rights standards differ, AWF will follow the higher standard; where they are in conflict, AWF will adhere to regional standards, while seeking ways to respect international human rights to the greatest extent possible.

Outputs and Schedule

- Draft method statement outlining activities to be undertaken and tools to be used in the assignment.
- Final method statement incorporating comments.
- Inventory of Project Affected Households
- Socio-economic Survey
- Draft RAP
- Final approved RAP

Timeframe/Duration

The consultancy is expected to take six weeks spread over a period of 6 months with the Final Report to be provided in 10 working days after receiving comments.

Qualifications and Experience

Consultant Requirements

The Consultant should be a firm or a consortium of consultants with demonstrated past experience in Undertaking RAP preparation, Social Economic data survey in conservation projects.

The firm should cite at least three similar assignments each within the last 15 years. (submit performance certificates).



The team should at a minimum consist of the following:

- **Team Leader:** A minimum master's degree in social economic and any related fields from a recognized university and at least 7 years' experience in developing RAPs for conservation projects in line with international standards.
- **Social / Community specialist:** Master's degree in social sciences/ Community and any other related field and at least 5 years demonstrated experience in in social economic data survey in conservation projects line with international standards.
- **Field Assistant(s)** with experience in social economic data collection with knowledge of using computer model in data analysis.

The consultant may source additional skills from relevant experts to assist him/her accomplish the assignment; however, the responsibility rests fully with the consultant.

Section 3.1. Technical Proposal– Standard Format

Technical Proposal should include:

- Methods proposed,
- Work plan and timeframe proposed.
- Team structure, roles and responsibilities and time allocation
- Detailed CV(s) of the team members
- List of the last 3 most relevant previous consulting projects completed, including a description of the projects, completion certificates and contact details for references.

Section 3.2 - Financial Proposal - Standard Format

Financial Proposal should include:

- Budget linked to Work plan and timeframe proposed.
- Total budget proposed.
- Detailed budget with costs related to the following items: (1) The Consultant's time, and the time of any other team members, (2) The daily rate for all team members should be clearly specified. (3) Transport costs, accommodation costs and per-diems for the consultants and any other team members. (4) Communication costs, supplies and other materials
- Tax should be clearly included.

