



Request for Proposals (RfP)

Development of Emergency Preparedness and Response Policy Guidelines for Africa's Protected Areas

Issue Date: 3rd January 2022

Closing Date and Time: 15th January 2021 at 06:00 pm (Nairobi time)

C/O Euginia Oeri
Procurement & Contracts Manager,
African Wildlife Foundation,
Ngong Road, Karen
P.O. Box 310, 00502; Nairobi, Kenya
Email: eoeri@awf.org

PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1 ABOUT AFRICA PROTECTED AREAS DIRECTORS FORUM (APAD)

The APAD is a platform jointly formed by the African Wildlife Foundationⁱ (AWF) and the International Union for Conservation of Natureⁱⁱ (IUCN). The purpose of the APAD is to foster information sharing, develop a common agenda for Africa's protected areas, facilitate collaboration and collective responsibility among the Africa Protected Areas directors and engage them in the Africa Protected Areas Congress (Kigali, 7th to 12th March 2022).

To date, APAD engagements have led to the establishment of three working groups around key issues affecting Protected Areas in Africa namely;

- i. Addressing Common Challenges and Cooperation Mechanisms between Africa Protected Areas;
- ii. Sustainable Financing and;
- iii. Emergency Preparedness & Policy Guidelines for Africa Protected Areas Authorities.

The APAD Forum has membership from all 54 African Countries and is currently co-chaired by Rwanda and Zimbabwe.

Africa's Protected Areas are faced with a range of disasters which take different forms. While some are unique to specific protected areas, others are common to a number of protected areas. Some are easily managed; others are very difficult to deal with. Overall, the successful management of disasters calls



for the involvement of various stakeholders, including various government agencies, the private sector and civil society.

The APAD Working Group on Disaster Preparedness is one of the three APAD Working Groups, and was formed to deliberate over the APAD recommendation; to develop an APAD emergency preparedness and response policy guidelines to enable standardized and consistent approach in the detection, prevention, response and recovery processes of disasters. AWF in collaboration with IUCN seeks to engage a consultant who will work with the Working Group to undertake this recommendation.

1.2 SUMMARY OF THE REQUIREMENT

AWF as the APAD Secretariat invites qualified bidders to submit a proposal for the provision of consultancy services for the development of emergency preparedness and response policy guidelines to enable standardized and consistent approach in the detection, prevention, response and recovery processes of disasters across Africa's Protected Area estate.

1.3 THE PROCUREMENT PROCESS

The following key dates apply to this RfP

RfP Issue Date	3 rd January 2022
RfP Closing Date and Time	15 th January 2022 at 6:00pm Nairobi Time
Estimated Contract Award Date	20 th January 2022

1.4 GENERAL DISCLOSURE AND DISCLAIMER

AWF is not bound in any way to enter into any contractual or other arrangement with any Bidder as a result of issuing this RfP. AWF is under no obligation to accept the lowest priced Proposal or any Proposal. AWF reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Bidders accept the conditions set out in this RfP.

Any response, including written documents and verbal communication, by any Bidder to this RFP, shall become the property of APAD and may be subject to public disclosure. AWF shall not be held liable for any costs incurred by Bidders in preparing and submitting proposals in response to this RFP or for any costs and expenses incurred in meeting with, or making oral presentations to the procurement committee if so requested.

1.5 QUESTIONS TO THE RfP AND AMENDMENTS TO RfP DOCUMENTS

AWF may amend the RfP documents by issuing notices to that effect to all Bidders and may extend the RfP closing date and time if deemed appropriate. Bidders are to direct any queries and questions regarding the RfP to the above AWF Contact. No other AWF or IUCN personnel are to be contacted in relation to this RfP. Proposers may submit their queries no later than **10th January 2022**. As far as



possible, AWF will issue the responses to any questions, suitably anonymised, to all Bidders. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6 PROPOSAL LODGMENT METHODS AND REQUIREMENTS

Technical and financial proposals must be submitted via email in pdf format showing each the nature of the offer concerned (technical or financial offer), and the firm's name and both put in sub folder marked as follow: "Provision of consultancy services for the Development of Emergency Preparedness and Response Policy Guidelines for Africa's Protected Areas." not later than **15th January 2022, 06:00 PM (Nairobi time)** to eoeri@awf.org and copy FKumah@awf.org and ianangwe@awf.org.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and no later than **5:00pm on 16th January 2022**, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please **DO NOT email the password before the deadline for Proposal submission**. Proposals must be prepared in English.

1.7 LATE AND INCOMPLETE PROPOSALS

Any Proposal received later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by AWF for any delays in submission of the Proposals. Where bidders are experiencing challenges with online submissions, the APAC focal point listed on page one should be notified immediately.

In such instances physical submissions will be allowed and an official confirmation of the receipt of the bid shall be issued by the AWF focal point.

1.8 WITHDRAWALS AND CHANGES TO THE PROPOSAL

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the AWF contact. No changes or withdrawals will be accepted after the RfP closing date and time.

1.9 VALIDITY OF PROPOSALS

Proposals submitted in response to this RfP are to remain valid for a period of 45 calendar days from the RfP closing date.

1.10 EVALUATION OF PROPOSALS

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.



PART 2: THE REQUIREMENTS

Terms of Reference: Development of Emergency Preparedness and Response Policy Guidelines for Africa Protected Areas Directors (APAD)

Background

The APAD is a platform jointly formed by the African Wildlife Foundation (AWF) and the International Union for Conservation of Nature (IUCN). The purpose of the APAD is to foster information sharing, develop a common agenda for Africa's protected areas, facilitate collaboration and collective responsibility among the Africa Protected Areas directors and engagement at the [Africa Protected Areas Congress](#) (Kigali, 7th to 12th March 2022).

African Protected Areas are faced with a range of disasters which take different forms. While some are unique to specific protected areas, others are common to a number of protected areas. Some are easily managed; others are very difficult to deal with. Overall, the successful management of disasters calls for the involvement of various stakeholders, including various government agencies, the private sector and civil society.

The APAD Working Group on Disaster Preparedness is one of the three APAD Working Groups, and was formed to deliberate over the APAD recommendation; **to develop an APAD emergency preparedness and response policy guidelines to enable standardized and consistent approach in the detection, prevention, response and recovery processes of disasters**. AWF in collaboration with IUCN seeks to engage a consultant who will work with the Working Group to undertake this recommendation.

Objective

The objective of this consultancy is to strengthen Africa Protected Areas Directors' engagement and preparedness for disasters; including developing disaster preparedness and policy guidelines for use by all Africa Protected Areas Authorities in dealing with disasters.

Scope of work

The scope of work will include the following activities;

1. Creation of a database of all the disasters in Africa's Protected Areas so as to appreciate the diversity and similarities of disasters in Africa; including pandemics such as Covid-19.
2. Categorize disasters as to their scale, i.e., local, national and international; including pandemics, such as Covid-19.
3. Gain an understanding of the root causes of disasters – and whether they are local, national or international.
4. Explore and document the role of Protected Areas in preventing future disasters.
5. With a special focus on pandemics, explore and capture;



- i. The role of Protected Areas in preventing future pandemics.
 - ii. Protected Areas management approaches that would lead to preventing future pandemics.
 - iii. Protected Areas related policies that are needed to prevent future pandemics best.
 - iv. Other ground-based measures needed to prevent future pandemics.
 - v. Propositions from around the world and their practical application for Africa.
 - vi. The connections between climate change and pandemics.
6. Document different approaches used by Africa Protected Areas Authorities to deal with disasters and acknowledge their similarities and differences and, identify best practices including approaches used out of Africa.
 7. Document lessons learnt from past experiences in dealing with disasters.
 8. Develop Emergency Preparedness and Policy guidelines for Africa Protected Areas; to be domesticated by each Protected Area in Africa.

Deliverables

1. A report on; existing disasters, their root causes and approaches employed by Africa protected Areas Authorities in dealing with disasters as well as lessons and best practices within and beyond Africa.
2. A special piece on pandemics and Africa's Protected Areas.
3. A draft APAD Disaster preparedness guidelines; including a section focusing on pandemics and their relationship to protected areas.
4. The APAD Disaster Preparedness guidelines presented at the Africa Protected Areas Congress (APAC) 2022 by the Africa Protected Areas Directors with the help of the consultant.

All products will be delivered in draft form for review, and then finalized to incorporate feedback. A list of all key contacts should accompany the final report.

Methodology

The consultant will follow the work plan and the time schedule agreed with the APAD Emergency Preparedness Working Group supported by AWF and IUCN in undertaking the contract assignment and will;

1. Determine an appropriate methodology in consultations with the APAD Working Group on Emergency Preparedness.
2. Work in close collaboration with the APAD Working Group on Emergency Preparedness.
3. Undertake the collection of all required data/information from various sources.
4. Work with the APAC Secretariat to facilitate the collection of the data/information with required official letters and contacts with focal person(s) wherever required.
5. Undertake a review, assessment and judgment of the data/information in close consultation with the APAD Working Group on Emergency Preparedness.



6. Facilitate coordination of the stakeholder consultations.

Timing and Level of Effort (LoE)

The consultancy is anticipated to involve desk review of key documentation, targeted interviews with a small set of key stakeholders/informants, and discussions with the APAD Working Group on Emergency Preparedness. The estimated LoE for these steps and to produce the deliverables is 25 days.

Deadline for draft deliverables: 18 working days after commencement of assignment (i.e. 16 February 2022)

Deadline for final deliverables: 25 working days after commencement of assignment (i.e. 25 February 2022)

Desired Consultant Qualifications

1. Advanced university degree in Disaster Preparedness and Mitigation or any related field.
2. At least 10 years of working experience in the field of Disaster preparedness and mitigation.
3. Knowledge of Africa Protected Areas.
4. Proven experience in guidelines development.
5. Demonstrated ability to work independently and to coordinate input from a variety of actors.
6. Strong Communication and ICT skills.
7. Excellent analytical and writing skills in English. French will be an added advantage.
8. Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
9. Intercultural communication and networking skills and;
10. Ability to exercise the highest levels of responsibility and handle confidential and politically sensitive issues in a responsible and mature manner.

Collaboration among independent consultants is acceptable, with one individual as the lead consultant and contracting entity, ensuring timeliness and quality of deliverables. Where necessary, pre-approved travel costs will be reimbursed following the rules & regulations of AWF Travel Policy.

Confidentiality

The Consultant will be bound by an absolute duty, both during and after the contractual period, to maintain and safeguard the confidentiality of information that the Consultant will be entrusted with or exposed to during the assignment under this Agreement.

Duration of the Assignment

The consultant will be expected to work within a period of 25 days from the day of signing the contract. There is room to discuss timelines further with the successful consultant but within reasonable limit.

Duty Station



The consultant will undertake a distance mode of working based on the agreed work-plan and methodology. The consultant is expected to use his/her own computer and other equipment required for the task.

Reporting Mechanism

The Consultant will report to the co-chairs of the APAD Working Group on Emergency Preparedness by providing the following:

1. An inception report within 3 days from the date of signing the contract, containing his/her understanding of the TORs, the work plan, methodology and the list of stakeholders who will be consulted.
2. A progress report with the zero-draft guideline within 18 days from the date of signing the contract.
3. Final draft guideline within 18 days from the date of signing the contract.
4. A final report on the exercise of developing the draft disaster guidelines within 25 days from the date of signing the contract.

Modalities of Payment

The modalities for the payment of this consultant will be based on the rules and regulations of the Procurement Unit of the African Wildlife Foundation.

Submission of Application

Technical and financial proposals must be submitted via email in pdf format showing each the nature of the offer concerned (technical or financial offer), and the firm's name and both put in sub folder marked as follow: "Provision of consultancy services for the Development of Emergency Preparedness and Response Policy Guidelines for Africa's Protected Areas." not later than **15th January 2022, 06:00 PM (Nairobi time)** to eoeri@awf.org and copy FKumah@awf.org and ianangwe@awf.org.

Supplier Compliance, Code of Conduct, Conflict of Interest

All bidders taking part in the tender have equal opportunities and the contracting authority ensures that the contract will be awarded to the bidder that offer provides the best price-quality ratio. The following basic general principles shall govern the administration of this procurement.

1. Value for Money
2. Transparency and fair competition
3. Fairness & Equal Treatment
4. Integrity and Ethical Behaviour

AWF is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing this RfP. AWF is under no obligation to accept the lowest priced Proposal or any



Proposal and reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

Required Documentation from Consultant

1. **Technical proposal** (including proposed approach and methodology, detailed CVs of experts, copies of university degrees, certifications, licenses as well as references of similar projects successfully completed in the past). All deviations including proposed timeline from the Terms of Reference should be clearly indicated in the proposal.
2. **Financial proposal** providing a detailed breakdown of the offered price and including all costs in USD. A detailed breakdown of the costs to perform the different activities and main category (e.g. personnel, travel and local costs, materials, printing and other related costs broken down by item). Please note that your financial proposal should be inclusive of all costs foreseen to perform the work.



PART 3: EVALUATION METHOD AND CRITERIA

Cumulative analysis will be applied (Weighted scoring method). The award of the contract will be made to the consultant whose offer has been evaluated and determined as:

- a) Responsive to the call of RfP;
- b) Compliant to RfP terms and conditions and;
- c) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

For purposes of this RfP, the Technical Criteria weight is 70% and the Financial Criteria weight is 30%. Only candidates obtaining a minimum of 49 point out of 70 (70% threshold) of the Technical Evaluation will be considered for the Financial Evaluation.

Only those applications which are responsive and compliant with the RfP will be evaluated. Incomplete applications will not be considered. The financial proposal shall specify an all-inclusive lump sum fee as well as a breakdown of the daily fee (including all foreseeable expenses to carry out the assignment).

Criteria	Weight	Maximum Score
Technical	70%	
Criteria A: qualification requirements as per TOR:		
1. Advanced university degree in Disaster Preparedness and Mitigation or any related field;		5
2. At least 10 years of working experience in the field of Disaster preparedness and mitigation;		10
3. Proven knowledge of Africa Protected Areas;		7
4. Proven experience in guidelines development;		10
5. Demonstrated ability to work independently and to coordinate input from a variety of actors;		5
6. Strong Communication and ICT skills;		3
7. Excellent analytical and writing skills in English. French will be an added advantage;		5
8. Intercultural communication and networking skills;		3
9. Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;		3
10. Ability to exercise the highest levels of responsibility and handle confidential and politically sensitive issues in a responsible and mature manner.		4
Criteria B: Brief Description of Approach to Assignment		
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		7



2. Important aspects of the task addressed clearly and in sufficient detail		5
3. Work-Plan: Logical, realistic planning for efficient project implementation		3
Financial Proposal	30%	
Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified		30
<p>Financial Proposal should include:</p> <ul style="list-style-type: none"> • Costs breakdown; • Breakdown of reimbursable expenses; • Bidders should quote in USD as currency and include all applicable taxes; • Bidding consulting firms should indicate their preferred payment terms 		

ABOUT AWF

The African Wildlife Foundation (AWF) is the oldest international conservation organization focused solely on Africa. Since our founding in 1961, AWF has recognized that Africa's wildlife resources and ecosystems are critical to the future prosperity of Africa and its people. Some key facts about AWF:

- With a geographic focus on the continent of Africa, AWF works with Africans at the local, regional and national levels to conserve the continent's tremendous natural resources.
- AWF believes that development is good for Africa, as long as it is sustainable and balanced with biodiversity conservation.
- AWF focuses on key African species, including elephants, rhinos, lions and other large carnivores, mountain gorillas and Africa's other great apes.
- AWF is headquartered in Nairobi, Kenya, with offices throughout Africa and in Europe and North America.

AWF believes that for long-lasting impact, conservation in Africa must be done at a large-landscape level, together with local, national and regional partners; that conservation must also consider the needs of not simply the wildlife living in the area but also the people. To that end:

- AWF targets large areas of land that extend beyond single parks, even national boundaries.
- AWF implements a variety of conservation initiatives, all of which are centered around three specific areas: land, wildlife and people (including education and enterprise).
- AWF incorporates climate change adaptation and mitigation efforts into many of our projects.
- Because conservation does not always take effect without political will, AWF also works with governmental partners and regional bodies to effect policy change.



africanwildlife@awf.org

www.awf.org

ii **ABOUT IUCN**

The International Union for Conservation of Nature (IUCN) is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 950 staff in more than 50 countries. Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>