

Request for Proposals (RFP for Consultancy services)
To Conduct a Livelihoods Assessment on Simien Mountains National Park Buffer Zone

Issued: November 3, 2022

Responses Due Date: November 18, 2022

Service Providers may email questions and responses to the following contact:

SimienProcurement@awf.org copying TKassa@awf.org

African Wildlife Foundation (AWF)

Simien Mountains Landscape Project Office, P.O. Box 1

Debarq, Ethiopia

1. About AWF

African Wildlife Foundation (AWF) is an international conservation organization formed in 1961. Together with the people of Africa, AWF works to ensure that the wildlife and wild lands of Africa will endure forever. Headquartered in Nairobi, Kenya, AWF has field offices in nine African countries: (Kenya, Tanzania, Uganda, Cameroon, Zimbabwe, Ethiopia, Democratic Republic of Congo, Niger, and Rwanda) and is registered in the United Kingdom, Canada, Switzerland and South Africa.

2. Project Description

In 2015, German Financial Cooperation (German Development Bank/KfW) signed a financing agreement with the Federal Democratic Republic of Ethiopia to support the conservation and sustainable use of biodiversity in the Simien Mountain National Park (SNMP), Ethiopia

The purpose of the Project is to improve the management of the protected areas in collaboration and partnership with the local communities and other concerned stakeholders. This is to conserve and sustainable use of the landscape and its biodiversity and parallelly improve the livelihood of the local community and contribute to the economic development of the country.

Under the auspices of the cooperation framework between the Ethiopian and German governments, the Ethiopian Wildlife Conservation Authority (EWCA) and African Wildlife Foundation (AWF) signed a co-financing and advisory contract in April 2018 which establishes the terms and conditions for the implementation of the project called 'Conservation and Sustainable Use of Biodiversity in SMNP, a UNESCO World Heritage site.

SNMP is bordered by 42 Kebeles (lower administrative structure Ethiopia) in Debark Zuria, Janamora, Beyeda, Tselemt, and Adiarkay Districts showing the need for significant engagement and benefit of the community within and around the park buffer zones which is an action for reducing the threats from the community to the park for their livelihood means.

With this understanding, AWF's 'Conservation and Sustainable Use of Biodiversity project planned to support the community in and around the buffer zone of the park with alternative livelihood options applicable to the ecology of the area, Culture and working condition of the local community, Market option, and similar preconditions. The newly on implementation General Management Plan of the park also suggested ensuring the livelihood of the buffer zone community.

For the effectiveness of this livelihood support, AWF with EWCA(SMNP office) agreed on the need to conduct a standard livelihood assessment/study which is assumed to be implemented with a budget from KfW within AWF Project in the SMNP:

3. Scope of Work

The Service Provider shall be expected to:

- Organize a discussion with Park and AWF to clarify the study approaches
- Organize a discussion with Park and AWF to identify representative kebeles/villages per study Woredas
- Communicate with the concerned Woreda offices for introductions about the study and assessment of secondary information.
- Conduct ground survey (primary data collection through focus group discussion)
- Identify alternative livelihood options for the areas, that can be implemented by the local community with consideration to available markets for input and outputs. And develop the implementation strategy.
- Indicate the budget for each business, type of skill development required, and required supports with budget.
- Propose the number of households (with families) to be addressed per proposed livelihoods, and which Community group shall be addressed with the proposed livelihoods.

The results of this study also need to indicate options for the long-term design of the livelihood interventions.

4. Study areas and Procedure

- The area is in the Simien mountains land scape which covers 5 Woredas/Districts namely Debark Zuria, Janamora, Beyeda, Adarkay and Telemet).
- Initial assessment works will be conducted at park and woreda level (secondary information)
- Sample kebeles/ villages that can represent the agroecology and climatic condition of the woredas will be identified for the ground survey (Primary information).
- Standard survey tools for the study will be developed and submitted to AWF and presented for approval
- Assessment of both primary and secondary data from the community, kebele, Woreda, and experts and other sources having experience on livelihood conditions of the area.
Development of draft document and presentation for comments and approval

5. Ways to conduct the work

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.

The Service Provider is expected to perform survey design, travel preparation works, online communications and all report writing from their location whereas, the collection of all primary and secondary information will be at the five woredas and sample kebeles/villages from the respective Woredas/Districts. The kebeles will be Argenjona, Debir & Dib Bahir from Debark; Barna, Atigebe & Zakilita from Janamora; Abare, Bashaye & Meleb from Beyeda; Agdamia & Meniewonbergie from Adarkay and Gilibena from Telemet woredas. One focus group discussion at each kebele will have 10 community representatives and one woreda gov't representative.

Any costs (meals, refreshment, travel related and accommodation) for the Service Provider, woreda & community representative are covered by the Service Provider whereas field allowance for representatives from SMNP & AWF staffs will be covered by AWF. AWF and SMNP will assist the Service Provider by arranging meetings and assigning individuals as requested by the Service Provider whereas costs related with such arrangement will be covered by Service Provider.

6. Tentative Timeline for All works and Payment Schedule

Missions/Deliverables	Timetable	Payment Schedule
End of Hiring Service Provider and Agreement	30-Nov-22	
Deliverable 1. Share and Present final assessment framework(proposal) and TOR for Logistics and travel.	07- Dec- 22	20%
Deliverable 2. Share and present draft report with the AWF and Park.	11- Jan- 23	50%
Deliverable 3. Submit the final project document to AWF and the Simien Mountains Project Management Team	18- Jan- 23	30%

7. Qualifications of the Service provider

Considering the need for ground experience, this study proposed to be facilitated and conducted with a team consisting of representatives from the park office, AWF and Woreda concerned office and led by the Service Provider.

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.

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of AWF by indicating among others the following with appropriate supporting documents:

- a. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b. Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c. Track Record – list of clients for similar services as those relating to livelihoods assessment, development programme formulation and implementation, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services provided	Reference contact (Name, Phone, email)

- d. Written self-declaration that the company or individual is not barred from participating in public procurement by the UN Security council or any other UN ineligibility List.

Composition of the consultant team proposed by the firm

It is suggested that One among the members the technical team working dedicatedly for this assignment should assume the position as a team leader, in charge of the whole process from implementation planning to quality control. The firm is requested to indicate clearly the work division among the consultants.

The capacity requirement for each consultant is as follows.

#1: Team Leader	Requirements
	Advanced degree in Development studies, development economics, development agriculture, rural development, Agricultural Economics and related fields
	At least 5-year experiences in leading a team in conducting similar livelihood assessments, livelihood project planning and implementation (with evidence)
	Being familiar to social and economic context of the location or similar locations where the assessment will be taken
	Expertise in livelihood need assessment
	Background in rights-based conservation approaches with human rights and safeguards.
	Knowledge and experience of livelihood assessment and development for community around SMNP land scape and or similar landscapes/park buffer zones. More weight/value will be given for those who have experience on highland community's livelihood specially in Simien mountains landscape.
	Availability and experience to travel long distances in remote areas and to perform all the tasks above in the given timeframe.
#2: Team members	Requirements
	Background in rights-based conservation approaches with human rights and safeguards.
	University degree in development economics, development management, local economics and related fields.
	At least 5 year experiences in community socio-economic development program/policy formulation and conducting similar livelihood assessments, livelihood project implementation preferably for INGOs / UN organizations.
	Demonstrated work experience with various stakeholders in the government as well as development partners
	Familiarity with the social and economic context of the location where the assessment will be taken
	Proven presentation and workshop facilitation skills
	Used to participate in writing reports with similar scope of complexity and practicality.

8. Submission process

Please submit proposals via email to SimienProcurement@awf.org copying TKassa@awf.org by 5.00 pm Local time on November 18, 2022. Early submissions are welcome and appreciated. AW may request meetings or calls to discuss proposals and reserves the right to reject any and all Proposals. AWF also reserves the right to consider Proposals for modification at any time before an award is made.

AWF will not be liable for any costs associated with the preparation, transmittal or presentation of any materials submitted in response to this RFP, but reserves the right to request further information before making an award.

9. Criteria for Service Provider Selection

AWF will evaluate Proposals based on the Service Provider's experience, costs and ability to satisfy the proposed scope of work. This RFP is restricted to Ethiopia Nationals only.

a. Technical proposal

Technical result will be assessed from 100%. Those who scores above 70% will be considered for Financial evaluation.

b. Financial proposal

Bidders who submit least cost will be given 100% and the remaining will be scored accordingly

- Bidders who submit least cost will be given 100% and the remaining will be scored accordingly.
- Bidder with high percentage for both technical and financial will be the winner.
- CPO/bank/Insurance guarantee (10% of the total) must be presented to AWF as a performance bond. The guarantee/CPO shall be valid at least 60 days from the end of the contract date.