



Request for Proposals (RfP) for development of a SADC Vulture Conservation Strategy

South Africa Office, BIOPAMA Project
RfP Reference: IUCN-24-06- P02204-06

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your Proposal.

IUCN Contact: tenders.sa@iucn.org

3. PROCUREMENT TIMETABLE

3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
10 December 2024	Publication of the Request for Proposals
16 December 2024	Deadline for submission of questions
20 December 2024	Planned publication of responses to questions
2 January 2025	Deadline for submission of Proposals to IUCN (“ Submission Deadline ”)
6 January 2025	Clarification of Proposals
10 January 2025	Planned date for contract award
20 January 2025	Expected contract start date

4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)

- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the Proposal, or your own surname if you are bidding as a self-employed consultant. Your Proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

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 within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document alongside your proposal.

Pre-Qualification Criteria	
1	3 relevant references of clients similar to IUCN / similar work
2	Confirm that you have all the necessary legal registrations to perform the work
3	State your annual turnover for each of the past 3 years
4	How many employees does your organisation have who are qualified for this work?
5	Confirm that your organisation has the qualified personnel (s) to undertake this task
6	Contractors from non-EU OECD Member State are not eligible to receive this contract: Australia, Canada, Chile, Israel, Japan, Korea, Mexico, New Zealand, Switzerland, United States of America.

4.4. *Technical Proposal*

The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN’s discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN’s approval.

IUCN will evaluate Technical Proposals with regards to each of the following criteria and their relative importance:

1.	Concept and methodology		25
1.1	Clarity and completeness of the tender	5	
1.2	Proposed approach and methods, including workplan	20	
2.	Qualifications and Experience of proposed consultants		50
2.1	Relevant education and experience in and knowledge of broader conservation issues in SADC, preferably specifically on vulture conservation	10	
2.2	Relevant experience in developing regional biodiversity and wildlife conservation strategies, including knowledge of SADC and relevant SADC regional strategies and national instruments for conservation of vultures and other biodiversity and wildlife strategies	20	
2.3	Experience consulting SADC Member States on multilateral conservation projects and strategies	10	
2.4	Relevant experience in synthesis of information into a regional strategy and clear presentation of findings	10	
3.	Track record		25
3.1	Quality and relevance of references provided <ul style="list-style-type: none"> - Evidence of production of similar regional strategy, preferably for SADC - Experience in organising and collating inputs from diverse sources into a coherent and clear strategy - Evidence of stakeholder engagement processes including any previous consultations with SADC member states - Evidence of report writing skills 	20	
3.2	Proven history of meeting deadlines	5	
TOTAL			100

4.5. *Financial Proposal*

4.5.1. The Financial Proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your

responsibility to determine whether such taxes apply to your organisation and to include them in your Financial Proposal.

4.5.3. *Applicable Goods and Services Taxes*

Proposal rates and prices shall be exclusive of Value Added Tax.

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in EUR.

4.5.5. *Breakdown of rates and prices*

All rates and prices submitted by Proposers shall be broken down into days needed per work segment and then a daily rate noted.

The financial proposal must also include travel costs to a central location in SADC to present the situation analysis to SADC Member States. This estimate of travel costs is to be identified as a separate line item in the financial proposal.

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be considered in the evaluation.

4.7. Your Proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

You may freely withdraw or change your Proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. **EVALUATION OF PROPOSALS**

5.1. *Completeness*

IUCN will firstly check your Proposal for completeness. Incomplete Proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only Proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

Your Proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high.

5.3.2. *Minimum Quality Thresholds*

Proposals that receive a score of '0' for any of the criteria will not be considered further.

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your Proposal's overall technical score.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your Financial Proposal.

Thus, for example, if your Financial Proposal is for a total of CHF 100 and the lowest Financial Proposal is CHF 80, you will receive a financial score of $80/100 = 80\%$

5.5. *Total Score*

Your Proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical:	70%
Financial:	30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$.

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose Proposal achieves the highest total score.

6. **EXPLANATION OF PROCUREMENT PROCEDURE**

- 6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.
- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All Proposals must be received by the submission deadline in Section 3.1 above. Late Proposals will not be considered. All Proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate Proposals. The contract will be awarded to the bidder whose Proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 6.4. IUCN will contact the bidder with the highest-scoring Proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of Proposals takes.

7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

- 7.1. To participate in this procurement, you are required to submit a Proposal, which fully complies with the instructions in this RfP and the Attachments.
- 7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant Proposal.
- 7.1.2. Any incomplete or incorrectly completed Proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.
- 7.1.3. IUCN will query any obvious clerical errors in your Proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.
- 7.2. In order to participate in this procurement, you must meet the following conditions:
- Free of conflicts of interest
 - Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
 - In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
 - Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
 - Not bankrupt or being wound up
 - Never been guilty of an offence concerning your professional conduct
 - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).
- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your Proposal which parts of the goods/services are provided by each partner or sub-contractor.
- 7.5. Each bidder shall submit only one Proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a Proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one Proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the Proposals with the bidder's participation to be disqualified.
- 7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:
- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.

- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

- 8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your Proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.
- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your Proposal. Where you include personal data of your employees (e.g. CVs) in your Proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your Proposal.

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

10. CONTRACT

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. ABOUT IUCN

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 1,000 staff with offices 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.

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12. ATTACHMENTS

Attachment 1 *Specification of Requirements / Terms of Reference*

Title: Consultancy to develop a SADC Vulture Conservation Strategy

Objective of the Consultancy

This consultancy has the following objective(s):

1. Draft the SADC Vulture Conservation Strategy
2. Present the draft strategy to SADC Member States for validation

Background

Project Reference: P02204

About IUCN

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About SADC

The Southern African Development Community (SADC) is a Regional Economic Community comprising 16 Member States: Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, United Republic of Tanzania, Zambia and Zimbabwe. The mission of SADC is to promote sustainable and equitable economic growth and socio-economic development through efficient, productive systems, deeper cooperation and integration, good governance and durable peace and security; so that the region emerges as a competitive and effective player in international relations and the world economy. The SADC region is a stronghold for wildlife resources which contribute to both the economy and livelihoods. The protection and conservation of wildlife is thus of paramount importance. To effectively protect wildlife the SADC has developed the Protocol on Wildlife Conservation and Law Enforcement (1999) which emphasizes the need for a regionally agreed approach to conservation, management and the enforcement of laws against the illegal use of wildlife.

About the Project

Six of Africa's vultures are on the edge of extinction, categorised as globally Endangered or Critically Endangered by BirdLife, the authority for birds on the IUCN Red List of Threatened Species. Three more are listed as Vulnerable or Near Threatened. Six of these species only occur in Africa. Over the last 50 years, populations of African vultures have declined by 80- 97% (over 92% for five species). Stopping and reversing these declines remains one of the biggest challenges in conservation in Africa. This is a complex issue because the threats to vultures vary from sub-region to sub-region and are part of the bigger picture of the continuing challenge of poaching, unsustainable resource use, cultural attitudes and beliefs, and the absence of safeguards for biodiversity in many development plans.

In recent years, vultures in southern Africa have died in large numbers because of secondary poisoning, intentional poisoning and belief-based use. They also continue to suffer losses from other threats such as electrocutions and collisions and habitat loss. Efforts have been made to eliminate these threats through law enforcement activities, community engagement and an improved understanding of their habitat use through tagging and monitoring.

The Southern African Development Community (SADC) committee of Ministers responsible for Environment, Natural Resources and Tourism have noted the work being done on vulture conservation in the region. The Ministers directed the SADC Secretariat to work with Member States and relevant partners to develop a SADC Vulture Conservation Strategy for consideration by the Technical Committee on Wildlife.

Between June and September 2024, a Situation Analysis for the SADC region was drafted to inform the development of such a strategy. This Situation Analysis drew on the Mid Term Implementation Review of the Multi-species Action Plan as well as updated information provided by the SADC Member States on vulture conservation efforts and current threats. A consultative workshop with SADC Members States as well as key NGOs reviewed and complimented the Analysis and key recommendations were made to inform the Strategy development.

Description of the Assignment

The consultant is expected to develop a regional strategy for vulture conservation for SADC, building on recommendations already collated in the Situation Analysis. S/he is expected to draft and outline for the SADC Vulture Conservation Strategy and engage with the Member States and other relevant stakeholders as needed to fill gaps in information for developing the content of the strategy. SADC Secretariat will introduce the consultant to Member States to facilitate engagements and IUCN and Birdlife International will provide technical reviews of all deliverables, in collaboration with SADC Secretariat.

The consultancy is expected to submit and present the inception report covering the work plan with the expected duration of the tasks based on the required outputs. The first draft of the SADC Vulture Conservation Strategy is expected to be delivered by 28 February 2025 and the final draft by end of April 2025. The consultant is expected to present the first draft strategy to Member States during the Technical Committee on Wildlife scheduled for the 12 March 2025 and the final draft for validation in a virtual meeting in May 2025.

Duration of the Assignment

From 15 January 2025 to 31 May 2024

Deliverables and Activities

The consultant will provide the following deliverables and carry out the following activities:

Deliverable/Activity	Description	Deadline
1. Brief Inception report and workplan	Inception call with SADC, IUCN and Birdlife to discuss the deliverables and expectations of the consultancy, provide all relevant documents as well as agreement on timelines	31 January 2025 (submitted after Inception meeting in January)
2. SADC Vulture Conservation Strategy structure/outline	<ul style="list-style-type: none"> - Review existing documents, including but not limited to SADC Vulture Conservation Situation Analysis and its recommendations for the strategy, CMS Multi-species Action Plan, CMS Mid-Term Implementation Review and existing national vulture conservation strategies/plans, as well as consulting other SADC Strategies to inform the level and format. - Develop a layout of the strategy based on the recommendations from the Situation Analysis, to be approved by a team comprising SADC 	31 January 2025

	Secretariat, IUCN, and BirdLife International	
3. Questions/survey and stakeholder identification	<ul style="list-style-type: none"> - Identify key information still needed from SADC Member States and other stakeholders to inform the content for each section of the strategy (gaps identified after drafting a strategy structure based on the recommendations of the Situation Analysis) - Identify key stakeholders that can provide this information (stakeholder analysis). SADC Secretariat will provide introductions and support engagements with Member States, IUCN and Birdlife will support engagement with civil society partners. - Draft relevant questionnaires and/or stakeholder surveys to solicit information to fill the gaps 	7 February 2025
4. SADC Vulture Conservation Strategy – first draft	<ul style="list-style-type: none"> - Conduct virtual stakeholder engagements with Member States, non-governmental organizations and any other relevant institutions involved in vulture-conservation related activities on these key gaps, as relevant (option to host a virtual consultation with all Members States in February 2025, in addition to bilateral engagements) - Produce the first draft strategy document by 28 February 2025 for review by the SADC/IUCN/BLI technical team ahead of the discussion in the Technical Working Group meeting on 12/13 March 2025 	28 February 2025
5. Present the strategy to Member States	The first draft document will be presented to SADC Member States for comment at the Technical Working Group meeting in March 2025.	15 March 2025

6. Produce the final draft document for validation by SADC Member States	<ul style="list-style-type: none"> - Capture inputs and feedback from TWG for input into the final draft of the SADC Vulture Strategy - Follow up on any key information still required in the strategy - Conduct any final virtual engagements with relevant stakeholders based on feedback from TWG - Finalise the draft strategy for validation by the SADC Member States 	30 April 2025
7. Presentation of final strategy	The consultant will present the final draft in a virtual validation meeting with SADC Member States	31 May 2025

Payment Schedule

The Timetable below summarises the chronological order of deliverables and indicates milestones at which IUCN will pay the Consultant.

Deliverable	Milestone payment
31 January 2025: Inception report and workplan	20%
15 March 2025: Presentation of first draft strategy	40%
31 May 2025: Submission on final strategy	40%

Skills and Experience

The consultant must have the following skills, education and experience as a minimum:

- A relevant tertiary qualification in Natural Resources Management or related field, and an MSc would be an advantage
- Experience in producing biodiversity and wildlife conservation strategies, especially for the SADC region
- Experience in engaging with governments in the SADC region, in particular on species conservation would be a distinct advantage
- Extensive experience in conservation, especially vulture conservation, preferably in the southern African region
- Experience in organising and collating inputs from diverse sources into a coherent and clear report
- Excellent report writing skills
- Excellent stakeholder engagement skills especially community engagement
- Excellent organisational and time management skills

Supervision and coordination

The consultant will report to and work under the supervision of the BIOPAMA Regional Coordinator for Eastern and Southern Africa.