



# Request for Proposals (RfP)

## Establishing a Protected Area Advisory Committee in WEFKOM, Thailand

Accelerating Tiger Recovery Along the Thailand-Myanmar Border,  
IUCN Thailand Programme

**Issue Date:** 9 June 2020

**Closing Date and Time:** 22 June 2020, 18:00 Bangkok time

**IUCN Contact :**

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## **PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS**

### **1.1. 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 950 staff in more than 50 countries and is represented in Thailand by the Thailand Country Office at 63 Sukhumvit 39, Bangkok.

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 people's 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](http://www.iucn.org)  
<https://twitter.com/IUCN/>

## **1.2. Summary of the Requirement**

IUCN invites you to submit a Proposal for “Establishing a Protected Area Advisory Committee in WEFCOM, Thailand”. The detailed description of the Requirement can be found in Part 2 of this RfP.

## **1.3. The Procurement Process**

The following key dates apply to this RfP:

<b>RfP Issue Date</b>	09 June 2020
<b>RfP Closing Date and Time</b>	22 June 2020, 18:00 Bangkok time
<b>Estimated Contract Award Date</b>	01 October 2020

## **1.4. Conditions**

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

Proposers must sign the “Proposer’s Declaration” and include it in their Proposal.

## **1.5. Queries and Questions during the RfP Period**

Proposers are to direct any queries and questions regarding the RfP to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP.

Proposers may submit their queries no later than 22 June 2020.

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

## **1.6. Amendments to RfP Documents**

IUCN may amend the RfP documents by issuing notices to that effect to all Proposers and may extend the RfP closing date and time if deemed appropriate.

## **1.7. Proposal Lodgement Methods and Requirements**

Proposers must submit their Proposal to IUCN no later than 18.00 on 22 June 2020 by email to: [Pratheep.Mekatitam@iucn.org](mailto:Pratheep.Mekatitam@iucn.org). The subject heading of the email shall be RfP – Establishing a Protected Area Advisory Committee in WEFCOM, Thailand - [Proposer’s Name]. Electronic copies are to be submitted in PDF and MS Word format. Proposers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

Proposals must be prepared in English and in the format stated in Part 3 of this RfP.

## **1.8. Late and Incomplete Proposals**

Any Proposal received by IUCN 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 IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

### **1.9. 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 IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

### **1.10. Validity of Proposals**

Proposals submitted in response to this RfP are to remain valid for a period of 60 calendar days from the RfP closing date.

### **1.11. 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 REQUIREMENT**

IUCN wishes to assist the Department of National Parks (DNP) with the establishment of a Protected Area Advisory Committee (PAC) in the Western Forest Complex (WEFCOM). The initiative seeks to enhance community relations and strengthen the engagement of multiple stakeholder groups in the management of WEFCOM's protected areas, building on the success and lessons learned from the PAC that has been established for the Dong Phrayayen-Khao Yai World Heritage Forest Complex.

The 17 protected areas in WEFCOM consist of: 1) Thong Pha Phum National Park; 2) Sai Yok National Park; 3) Khao Laem National Park; 4) Lam Khlong Ngu National Park; 5) Khuean Srinagarindra National Park; 6) Phu Toei National Park; 7) Chaloe M Rattanakosin National Park; 8) Erawan National Park; 9) Salakpra Wildlife Sanctuary; 10) Huai Kha Khaeng Wildlife Sanctuary; 11) Thungyai Naresuan (West) Wildlife Sanctuary; 12) Thungyai Naresuan (East) Wildlife Sanctuary; 13) Umpang Wildlife Sanctuary; 14) Mae Wong National Park; 15) Samnam Prieng Wildlife Sanctuary; 16) Klong Wangchao National Park; and 17) Klong Laan National Park. These 17 protected areas are central to Thailand's tiger conservation efforts. The PAC-WEFCOM will play a key role in improving coordination among the different PA management units and enhancing PA governance, community engagement and stakeholder collaboration in protected area and wildlife management.

### **SCOPE OF WORK**

1. The Proposer will coordinate closely with DNP to establish the PAC for WEFCOM (17 PAs). The committee will consist of at least one DNP representative from each of the 17 target PAs and at least 20 additional members representing the private sector, community organisations, local and international NGOs and academic institutions. It will provide recommendations and address concerns related to WEFCOM management and wildlife conservation.
2. Based on DNP's guidelines, the Proposer will develop the TOR for the PAC, jointly with DNP and IUCN.
3. The Proposer will organise one inception meeting for the PAC-WEFCOM to introduce the roles and responsibilities of the committee and to seek recommendations on community engagement in wildlife conservation and WEFCOM management.
4. Subsequently, the Proposer will organise four PAC meetings between 1 November 2020 and 15 December 2022, in different parts of WEFCOM. One of the roles of these PAC meetings will be to monitor the conservation activities carried out by different organizations in WEFCOM.
5. The Proposer will organise one technical workshop for local CBOs, CSOs and communities living in and around and/or utilizing natural resources directly and/or indirectly in WEFCOM. The workshop should run for at least one day and involve at least 50 community representatives from different parts of WEFCOM. The aim of the workshop will be to enhance networking among community groups and the sharing of lessons learned in relation to community engagement in PA management and wildlife conservation. The Proposer will prepare a report of the workshop, summarising the key topics addressed, the conclusions reached and the recommendations adopted; the report should include the agenda and list of participants as annexes. An additional output from the workshop should be guidelines for enhancing community engagement in WEFCOM management.
6. The Proposer will organise two annual forums (one in 2021 and one in 2022) on species conservation and community engagement in WEFCOM and other protected areas in Thailand. Key outputs from these forums will be: two forum reports; guidelines on human-wildlife co-existence; and guidelines on community engagement in habitat restoration.

**Maximum Budget:** THB 780,000

### PART 3 – THE EVALUATION MODEL

Criteria	Scores
1. PAC design and working arrangements	25
2. Design, methodology and approach to be used for the technical workshop for community groups	25
3. Design, methodology and approach to be used for the annual forums on species conservation and community engagement	20
4. Experience and qualifications of the Proposer's team, particularly in relation to community engagement in PA management and facilitation of multi-stakeholder processes.	20
5. Budget	10
<b>Total</b>	<b>100</b>

## **PART 4 – INFORMATION TO BE PROVIDED BY PROPOSERS**

By participating in this RfP, Proposers are indicating their acceptance to be bound by the conditions set out in this RfP.

This Part details all the information Proposers are required to provide to IUCN. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

**Each of the following must be submitted as a separate document, and will be evaluated separately.**

### ***4.1. Declaration***

Please read and sign the Declaration and include this in your proposal.

### ***4.2. Technical information/Service Proposal (not more than 5 pages)***

- Brief introduction to the Proposer's organisation, its status and its work in Thailand;
- Brief summary of the Proposer's previous and ongoing collaboration with DNP-Thailand;
- Summary of the Proposers' previous experience in community engagement in PA management in Thailand and other countries;
- Detailed description of the proposed approach to the establishment and facilitation of the PAC, and the organisation of the inception and follow-up meetings;
- Detailed description of the community workshop, including proposed participants, agenda and approach;
- Detailed description of the two annual forums, including proposed participants, agenda and approach;
- List of staff to be involved in the programme and a summary of their relevant qualifications and experience;
- Proposer's full contact details, including the name and email address of the focal point for communications related to this project

### ***4.3. Financial Proposal***

The following should be included in the financial proposal, inclusive of taxes:

- Staff costs;
- Travel costs, accommodation, meals and DSA for PAC, community workshop and annual forum participants;
- Travel costs, accommodation, meals and DSA for Proposer's staff;
- Other workshop logistical costs (venue hire, etc);
- Honoraria or other professional fees for experts and/or trainers;
- Management overhead (maximum 8%).

### ***4.4. Pricing information***

#### **Prices include all costs**

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

#### **Currency of proposed rates and prices**

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in THB and USD.

**Rates and Prices**

1 USD = 31 THB

***4.5. Non-price commercial information***

None

## **PART 5 – DEFINITIONS**

For the purposes of this Request for Proposal (RfP), the following definitions apply:

Contract	Means any contract or other legal commitment that results from this Request for Proposals.
Contractor	Means the entity that forms a Contract with IUCN for provision of the Requirement.
Instructions	Means the instructions and conditions set out in Part 1 of this Request for Proposals.
IUCN	Means IUCN, International Union for Conservation of Nature and Natural Resources.
IUCN Contact	Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.
Proposal	Means a written offer submitted in response to this Request for Proposals.
Proposer	Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.
Requirement	Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.
RfP	Request for Proposals