
TEMPLATE SPECIFICATION/TERMS OF REFERENCE FOR OUTSOURCING FOR THE DEVELOPMENT OF A BIODIVERSITY MANAGEMENT PLAN FOR AFRICAN LION (PANTHERA LEO) FOR A PERIOD OF ONE YEAR AND SIX MONTHS

PART ONE

BACKGROUND

The National Environmental Management Biodiversity Act (Act No. 10 of 2004) (NEMBA) provides for the development of the Biodiversity Management Plans for species (BMP-S). To this effect, the department developed the Norms and Standards for the development of the BMP-S, which was gazetted in March 2009. The purpose of the Norms and Standards is to provide a national approach and minimum standards for the development of the BMP-S. The BMP-S can be developed by any person, organ of state desiring to contribute to the management of biodiversity in South Africa and achievement of the objectives of the Biodiversity Act. Additionally, The BMP-S can be developed for any indigenous or migratory species for one or more species or one or more populations or a meta-population. The BMP aims to provide for the long-term survival of a species in the wild, provide the platform for an implementing organisation or responsible entity as appointed by the Minister to monitor and report on the progress (annually) regarding the implementation of the BMP. The draft BMP must be submitted to the Minister for approval, for public comments or the implementation thereof in terms of NEMBA.
A BMP published for implementation must thereafter be reviewed by the Minister at least every five years to assess compliance with the plan and the extent to which the objectives of the plan are being met. Before amending a BMP-S, the Minister must consult the implementing organization or responsible entity as well as any organisation of state whose activities are affected by the implementation of the BMP-S.

In view of the above, the DEA is initiating the process to develop the BMP for the African Lion as recommended by the Scientific Authority and regional mandate as indicated in the Regional Conservation Strategy for the Lion (*Panthera leo*) in eastern and southern Africa. The African lion (*Panthera leo*), of the family of Felidae, is one of the flagship species of Africa for research, tourism and trophy hunting. Lion presence in an area is an indicator of its wild and natural integrity. Also, the lion is not only a source of personal and economic damage, but also of economic and personal benefits, as a primary attractor for tourism and one of Africa’s “Big Five” trophy animals. Recent regional surveys have indicated a suspected decline of 30-50% of the African lion population, with current estimates ranging from 23,000 to 39,000. The African Lion is listed as Vulnerable under Threatened or Protected Species Regulations (ToPS) and the IUCN Red List. Additionally, the African lion is protected under Appendix II of the Convention on the International Trade of Endangered Species (CITES). The greatest threats to Lion include trophy/sport hunting, indiscriminate killing (primarily as a result of retaliatory or pre-emptive killing to protect life and livestock) and prey base depletion. In addition to these, habitat loss and conversion has led to a number of populations becoming small and isolated leading to inbreeding. Diseases such as Bovine Tuberculosis (BTB) are also a major threat affecting Lion populations. All these factors have led to the decline in Lion populations in remote parts of South Africa.

1. REQUEST FOR PROPOSAL (RFP)

1.1. The objective of this RFP is to appoint a suitable independent Service provider/s that can support DEA with the development of a Biodiversity Management Plan for African Lion (*Panthera leo*).
1.2. Preference may be given to a Service Provider/s that is not already performing consultancy work within DEA.

2. SCOPE AND EXTENT OF WORK

2.1. The role of the Service Provider/s is to assist the Department of Environmental Affairs with the development of a Biodiversity Management Plan for African Lion (*Panthera leo)*.

2.2. The appointed service provider/s will undertake the following:

2.2.1 The service provider/s shall submit a preliminary budget containing the hours and amount to be spent on each case, before work can commence;

2.2.2 The Service provider/s will develop the BMP for the African Lion in accordance to the Norms and Standards for the development of BMP-S and;

2.2.3 The Service provider/s must adhere to the prescribed format of the BMP-S contained in the norms and standards for the development of BMP-S'.

2.3. Companies may be invited to give presentation as and when required.

3. TIMING OF ASSIGNMENT

3.1. All work is to be carried out in accordance with the time schedule as agreed with the Programme manager.

4. PERFORMANCE MEASURES

4.1. The performance measures for the delivery of the development of a Biodiversity Management Plan for African Lion (*Panthera leo*) will be closely monitored by DEA.

5. REPORTING

5.1. The Service Provider/s will submit monthly and quarterly progress reports to the Programme manager, within 4 days after the end of each month and quarter for the duration of the project;
5.2. Final progress report with supporting documents to be submitted towards the end of the contract period.

6. **MONITORING PROGRESS ON ASSIGNMENTS**
   6.1. The Programme manager shall do the ongoing management of the Service agreement.

7. **CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT**
   7.1. The Service Provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract. If the senior has to leave the project, a period of at least a month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

8. **CONDITIONS OF BID**
   8.1 Bids will be subject to Supply Chain Management Conditions as follows - The Preferential Procurement Regulations, 2011 issued in terms of section 5 of the Preferential Procurement Policy Framework Act (Act No 5 of 2000), aligned with the aims of the Broad Based Black Economic Empowerment Act and its Codes of Good Practice. In accordance with this Act, submissions will be adjudicated in two stages: firstly, on functionality which must be done in terms of the evaluation criteria indicated in section 14 and the minimum threshold referred to in paragraph 9.3 below. A bid must be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation and secondly, only the qualifying bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only and the 20/10 points will be awarded in terms of the of the B-BBEE Contributor level as per the B-BBEE Verification Certificate submitted by the service provider.

   8.2 The proposal should include, amongst other, the following:
8.1.1. A proposed plan of action indicating the schedule of activities and milestones in a GANTT CHART when the project commences list of references;

8.1.2. A list of references;

8.1.3. Ability to ensure continuing of staff on the project.

8.1.4. A Valid original Tax Clearance certificate

8.1.4.1. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid.

8.1.5. Certified copies of the Tax Clearance Certificate will not be accepted.

9. SPECIAL CONDITIONS

9.1. The Curriculum Vitae of the staff who will be available for the duration of the work; NOTE: Failure to submit the CV’s will invalidate your bid proposal.

9.2. The bid proposals should be submitted with all required information containing technical information as well as price information (NB: DEA Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals).

9.3. Only bidders who score at least 45 (75%) out of 60 points for the technical information will be preferred.

9.4. Suppliers/Service providers who are found to have supplied incorrect B-BBEE preference points information in the affidavit provided for in the bid documents will be disqualified.

9.5. Suppliers/Service Providers are requested to submit a certified B-BBEE accreditation certificates from reputable service providers accredited by SANAS (check sanas.co.za), failing which the B-BEE points claimed will be forfeited.

9.6. A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
9.7 **Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids**

9.8 A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.

A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal of higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.

9.9 DEA reserves the right to invite short listed suppliers/companies to present their bid proposals for final decision.

9.10 Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration (DPSA).

9.11 A service level agreement shall be signed with the preferred bidder.

### 10. ADDITIONAL INFORMATION ON BID PROPOSAL

10.1. The supplier / service provider should provide details of staff training, highlighting training and development policies and procedures, with specific reference to affirmative action policies and initiatives.

10.2. A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Programme manager will not be reimbursed.

10.3. In so far as possible, a comprehensive budget, showing the charge out rates of all the staff to be involved in investigations and also including all other costs factors such as traveling.

10.4. DEA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bids.
10.5. Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right not to award any of the bids and not to award the contract to the lowest bidding price as well as to renegotiate the bid of the preferred applicant.

10.6. Traveling costs and time spent or incurred between home and office of consultants and DEA head office will not be for the account of DEA.

11. FURTHER INFORMATION
11.1. Should you require any further information in this regard, contact Ms Humbulani Mafumo, Tel No. (012) 310 3712, E-mail address: hmafumo@environment.gov.za

12. INFORMATION REQUIRED
12.1. Bid Evaluation can only be done on the basis of information, which we asked for. The comprehensiveness of the bid can therefore be decisive in the awarding thereof.

13. PAYMENT TERMS
13.1. DEA undertakes to payout in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.
14. EVALUATION CRITERIA

All bid proposals submitted will be evaluated in accordance with the 80/20 principle and the evaluation criteria should be as follows:

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<tr>
<th>NO.</th>
<th>CATEGORY</th>
<th>TOTAL</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>A.</td>
<td>PRICE</td>
<td>80</td>
<td></td>
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<tr>
<td>B.</td>
<td>FUNCTIONALITY</td>
<td>60</td>
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<tr>
<td>1.</td>
<td>Bidder understands the brief and the methodology to be employed</td>
<td>20</td>
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<td>2.</td>
<td>Capability/Experience (number of project team members to handle the project/submit names and the CV’s)</td>
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<td>3.</td>
<td>A proposed plan of action to achieve the objectives should be submitted for evaluation</td>
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<td>4.</td>
<td>The experience in the fields of Biodiversity and Socio-economic Development includes both the public sector and the private sector</td>
<td>10</td>
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<td>5.</td>
<td>Proven track record in general project management and research</td>
<td>5</td>
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<tr>
<th>C.</th>
<th>B-BBEE Status Level</th>
<th>Number of points (80/20)</th>
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<tr>
<td></td>
<td>Contributor</td>
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<td>20</td>
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<td>8</td>
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<td></td>
<td>Non –compliant contributor</td>
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NB: A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a
non-compliant contributor. Such a bidder will score 0 out of a maximum of 20 points for B-BBEE.

IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:

- Bidder’s understanding of the brief – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders’ own roles and functions in this regard.

- Capability and experience – The bid provides a clear indication that the bidder’s team comprises people with the necessary experience, skills, qualifications, knowledge and skills required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.

- Track Record – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management related projects.

- Quality of the Bid – The bid is structured, laid-out, formatted and organised in such a way that the evaluation committee is easily able to access the bid in accordance with the evaluation criteria and is provided with an insight into the quality of deliverables that may be expected from the bidder if successful.