



**REQUEST FOR PROPOSALS**  
REGISTRATION OF MARA CONSERVANCIES AS  
A LEGAL ENTITY

# Contents

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS.....	3
1.1. INTRODUCTION .....	3
1.2. SUMMARY .....	3
1.3. PROCUREMENT PROCESS .....	3
1.4. CONDITIONS .....	3
1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD .....	4
1.6. AMENDMENTS TO RFP DOCUMENTS.....	4
1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS.....	4
1.8. LATE AND INCOMPLETE PROPOSALS.....	4
1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL.....	4
1.10. VALIDITY OF PROPOSALS .....	4
1.11. EVALUATION OF PROPOSALS .....	4
1.12. CONFIDENTIALITY .....	4
1.13. SUBMISSION REQUIREMENTS .....	5
PART 2: REQUIREMENTS.....	6
1. OBJECTIVES.....	6
2. SCOPE OF THE WORK.....	6
2.1. PAYMENT TERMS.....	6
2.2. APPLICATION REQUIREMENTS .....	6
PART 3: EVALUATION OF PROPOSALS .....	8

# **PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS**

## **1.1. INTRODUCTION**

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination across conservancies, a voice for advocacy, lobbying county and national government and driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

## **1.2. SUMMARY**

MMWCA invites your organisation to submit a financial and technical proposal for the registration of Mara Conservancies as a legal entity. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

## **1.3. PROCUREMENT PROCESS**

The following key dates apply to this procurement process:

- RFP issue date: 27<sup>th</sup> August 2019
- RFP closing date and time: 12<sup>th</sup> September 2019, 17:00 EAT
- Estimated contract award date: 20<sup>th</sup> September 2019

## **1.4. CONDITIONS**

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA 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.

## **1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD**

Proposers are to direct any questions regarding the RFP to the MMWCA contact Daniel Muli [mul@maraconservancies.org](mailto:mul@maraconservancies.org). No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 12<sup>th</sup> September 2019, 17:00 EAT.

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited 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**

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

## **1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS**

Proposers must submit their proposal to MMWCA no later than 12<sup>th</sup> September 2019, 17:00 EAT by email to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org). The subject heading of the email should be 'RFP for Registration Of Mara Conservancies As A Legal Entity by [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. Proposals must be in English.

## **1.8. LATE AND INCOMPLETE PROPOSALS**

Any proposal received by MMWCA 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 MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

## **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 MMWCA 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 90 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.

## **1.12. CONFIDENTIALITY**

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

### **1.13. SUBMISSION REQUIREMENTS**

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: 17:00 EAT, September 12<sup>th</sup> 2019

Proposals should be emailed to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) and copy to [contact@maraconservancies.org](mailto:contact@maraconservancies.org)

## **PART 2: REQUIREMENTS**

### **1. OBJECTIVES**

MMWCA is seeking an individual consultant or firm with relevant expertise to register five Mara Conservancies land owner's legal entities for: Lemek, Mara North, Siana, Olare Orok and Motorogi conservancies.

### **2. SCOPE OF THE WORK**

MMWCA would like to incorporate various conservancies in the Mara with all-inclusive landowners' legal entities - a Trust with a company limited by shares in order to improve both leadership and legal governance. In the said arrangement, the Trust shall be the sole shareholder of the company. The client would also like to establish an advisory board comprising of persons with professional experience and background on conservation, management, community relations and resource mobilization. The conservancies are:

- i. Lemek Conservancy
- ii. Mara North Conservancy
- iii. Siana Conservancy
- iv. Olare Orok Conservancy
- v. Motorogi Conservancy

#### **2.1. PAYMENT TERMS**

A contract of agreement will be issued between MMWCA and the contractor prior to commencing any job.

#### **2.2. APPLICATION REQUIREMENTS**

Based on these Terms of Reference, the consultant is expected to submit:

- a) A Company profile in the following format:
  - i. A brief Introduction -This is a summary of your company history, accomplishments, philosophy and experience on similar solutions in the conservation field.
  - ii. Owners, Directors and CEO/MD/Managing Partner of the company/firm submitting the RFP bid.
  - iii. A copy of Tax Compliance certificate
  - iv. A business registration or Incorporation certificate
  - v. Business Permit
- b) A technical proposal highlighting:
  - i. The specific firm's experience with regards to provision of legal consultancy services. The consultant must demonstrate experience in undertaking significant and similar assignments for an organization in the last 3 years preferably conservation institutions.
  - ii. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing. Qualifications of team members evidenced by professional certifications and CVs.

- iii. Proposed methodology work plan including timeframes and deliverables. This entails the detailed Project Schedule that covers the project plan, schedule and resource allocations
  - iv. Any comments or suggestions on the terms of reference
- c) A financial proposal highlighting:
- i. All costs associated with the assignment including Professional fees, disbursements cap limits and any other costs.
  - ii. If appropriate, these costs should be broken down by activity/milestone.
  - iii. The Financial Proposal should clearly identify as a separate amount if any, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel if any.

## PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on technical expertise. The evaluation will be carried out exclusively based on the weights specified in the table below:

The primary and sub-criteria for the technical evaluation are:

Criteria	Points
<b>Company Profile:</b> <ul style="list-style-type: none"> <li>i. A brief Introduction -This is a summary of your company history, accomplishments, philosophy and experience on similar solutions in the conservation field. (5 points)</li> <li>ii. Owners, Directors and CEO/MD/Managing Partner of the company/firm submitting the RFP bid. (5 points)</li> <li>iii. A copy of Tax Compliance certificate (5 points)</li> <li>iv. A business registration or Incorporation certificate (5 points)</li> <li>v. Business Permit (5 points)</li> </ul>	25 Points
<b>Technical Proposal</b> <ul style="list-style-type: none"> <li>i. The specific firm’s experience with regards to provision of legal consultancy services. The consultant must demonstrate experience in undertaking significant and similar assignments for an organization in the last 3 years preferably conservation institutions (10 points)</li> <li>ii. Qualifications of proposed staff members - professional certifications and CVs (10 points)</li> <li>iii. Proposed methodology work plan including timeframes and deliverables. This should include the project schedule that covers the project plan, schedule and resource allocations (25 points)</li> </ul>	45 Points
<b>Financial Proposal</b>	30 Points
<b>Total</b>	<b>100 points</b>

The contract will be awarded to the proposal with the highest score.