



REQUEST FOR PROPOSALS
DEVELOPING PARDAMAT CONSERVATION AREA
(PCA) REFRESHER AND
PROMOTION COURSES TRAINING

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..... Error! Bookmark not defined. | |
| 2. | SCOPE OF THE WORK..... | 6 |
| 2.1. | DELIVERABLES..... | 7 |
| 2.2. | PAYMENT TERMS..... | 8 |
| 2.3. | APPLICATION REQUIREMENTS..... | 8 |
| PART 3: | EVALUATION OF PROPOSALS..... | 10 |

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 development of a refresher and promotion courses training for Pardamat Conservation Area (PCA). 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: 17th October 2019
- RFP closing date and time: 31st October 2019, 17:00 EAT
- Estimated contract award date: 8th November 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 Jackson Sasine jackson@maraconservancies.org . No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 31st October 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 31st October 2019, 17:00 EAT by email to: procurement@maraconservancies.org . The subject heading of the email should be 'RFP for Development of A Refresher and Promotion Courses Training for Pardamat Conservation Area (PCA)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, October 31st 2019

Proposals should be emailed to: procurement@maraconservancies.org and copy to contact@maraconservancies.org

PART 2: REQUIREMENTS

1. INTRODUCTION

Pardamat Conservation Area (PCA) is an innovative and unique dual land use conservation model, registered in 2016 as an Association under the Societies' Act. It covers 64,000 acres counts 850 registered landowners, and is governed by a Board including 9 elected men and 4 nominated women from the 8 community clusters. It is managed by the association committee and a five-year management plan has been rolled out under the Fifth Schedule of the Wildlife Conservation and Management Act, 2013. The Management Plan has been formally approved by Kenya Wildlife Service (KWS), the state corporation in charge to conserve a manage Kenya's wildlife. The plan guides the development of Pardamat Conservation Area (PCA) as a role model for a new brand of community conservation. The model promotes and supports the coexistence of wildlife, people, and livestock for mutual benefit.

PCA have before been facing wildlife poaching as a great challenge where 26 cases of elephants poaching were reported in 2014/15. Working closely with our community members a team of 21 rangers are working to provide security for the wildlife, people with their livestock. Since the deployment of our security team in 2016 to date, poaching has been reduced and maintained at 0%. All our security team members are trained at the KWS Law Enforcement Academy therefore possess proper skills to execute their mandate.

Community Rangers are at the front line of conservation efforts in Kenya and their training has essentially remained the same over decades but advances are now being made to keep up with situational requirements so that new technology, tactical movement & safety, and special operations can be deployed in the face of intensified poaching and wildlife trafficking. During these intensive game ranger trainings, they cover the theory and practical knowledge behind life as a Game Ranger. The refresher training provides a theoretical and practical reminder of what they undertook sometime back, hence prevention of poaching, theft and mutilation of game animals from conservation areas perspective. This training is adapted to emphasizing the establishment and management of a conservancy in order to achieve conservation goals and to maintain the integrity of a conservation Area by combatting illegal poaching, providing protection and upholding and enforcing the law whilst promoting collaborative efforts between all stakeholders.

2. SCOPE OF THE WORK

PCA Management is intending to engage a private company to carry out the refresher course for its rangers. For the rangers to be more effective and efficient in their daily patrols, the management plan to conduct a refresher and advanced training informs of 2 weeks' refresher course dividing the team into two thus 2 trainings be done.

For a Field Ranger to adapt to the changing conditions and technology, they should be influenced by:

- Operations becoming more intense and leadership skills
- The need to connect at several tactical levels, anti-poaching skills and safety

- Deployment becoming more dangerous in the face of advanced poaching methods
- Qualifications required by Field Rangers including Man Tracking Skills Training, cordon & search and Preservation of a Crime Scene.
- Leadership skills for the promoted rangers

2.1. HOW THE TRAINING SHOULD BE CONDUCTED

The training will be carried out for 14 days (2 weeks) whereby the trainees will be subjected to strenuous environment to build their endurance and therefore they will have to be disciplined in all conservancy rules and regulations (this includes rank structure).

The Pardamat conservancy team will be divided into two groups -11 and 10 members - so that not at any time the conservancy is not left without any deployment.

The course is mainly very practical but there will also be minimum theory. Lectures will take place at the start of every lesson and several modules will be covered.

2.2. OBJECTIVES OF THE TRAINING

- Community rangers as law enforcers to tactfully protect and secure the scene of crime
- Enable teams to address consistency in tactful response and procedures to drills required to handle the situations
- To enable teams to perform colleague aid or self-aid in case of an incident or emergency
- To enable teams to understand the conservancies standard operation procedures (SOPs)
- To enable community rangers acquaint themselves with the information gathering and dissemination procedures
- Conduct themselves in a disciplined and uniformed manner.
- Apply anti-poaching tactics and navigation techniques in the field.
- Apply basic concepts of Wildlife protection, conservation & Management.
- Apply and interpret relevant sections of General Law/ knowledge on the Wildlife Act 2013 that will assist them in the efficient management and conservation of flora and fauna
- Create awareness and educate locals on the importance of conservation through
- React swiftly to situations from the acquired physical fitness
- Manage and offer tactical field care when injuries occur
- Identify and mitigate environmental disasters and fires.
- Apply customer care skills in relating with clients and the community
- As the people operating in the field at any given time, can collaborate closely with local communities, partner NGO's, national parks and government agencies, particularly the Kenya Wildlife Service
- Have knowledge on the conservancies set up, structures and operations
- Acquire leadership skills by security heads of different levels i.e. corporals, sergeant

2.3. DELIVERABLES

- i. The consultant shall submit an inception report 3 days after signing of the agreement. The inception report shall explicitly provide details on the training methods/approaches, training materials to be used.

- ii. Detailed Capacity Development/Training Manual and relevant content to be used for on-going guidance by PCA.
- iii. Certificate of attendance to all who successfully attend the training sessions
- iv. Final training evaluation report highlighting areas of future improvement and other relevant feedback. It should also include photos from the training sessions.

2.4. RESPONSIBILITIES OF MMWCA

MMWCA shall:

- i. Provide the selected consultant(s) with necessary documents to enable a clear reporting and understanding of the project
- ii. Identification the rangers to be trained
- iii. Cater for venue and meals for the trainings as well as transportation costs for the rangers
- iv. Review and approve training methodology and training approaches.
- v. Approve/disapprove the final report upon the report meeting specified requirements

2.5. RESPONSIBILITIES OF THE CONSULTANT

The Consultant shall:

- i. Develop an inception report for the entire exercise
- ii. Work closely with MMWCA's contact person on the training design and approaches, and post-training performance evaluations
- iii. Prepare and submit course outline, course contents, training manuals and a training delivery schedule
- iv. Incorporate feedback into training materials and reports which will be given from the team.
- v. Issue a certificate of attendance to all who successfully attend the training sessions
- vi. Prepare a final report at the end of the contract period highlighting the activities undertaken, lessons learned and future recommendations

2.6. PAYMENT TERMS

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

2.7. APPLICATION REQUIREMENTS

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

- a) The Consultant's Experience in the following format:
 - i. Experience in undertaking significant and similar assignments in wildlife security teams' trainings
 - ii. Prior experience working with KWS as trainers is an added advantage
 - iii. A minimum of 5 years work experience in wildlife security teams training to effectively combat wildlife trafficking

- iv. Previous experience in training conservancies' rangers
 - v. Qualifications of the consultant(s) evidenced by professional certifications and CV.
 - vi. References from three (3) clients in the past five (5) years.
- b) A technical proposal highlighting:
Proposed methodology, work plan including timeframes and deliverables.
- c) A financial proposal highlighting:
- i. All costs associated with the assignment **including travel and accommodation.**
 - 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, and other charges imposed under the law on the 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 |
|---|-------------------|
| Consultant's Profile: <ol style="list-style-type: none"> I. Experience in undertaking significant and similar assignments in wildlife security teams' trainings (5 points) II. The company should provide copies of the following certificates; certificate of incorporation/registration, Certificate of accreditation by the Technical Vocational Education Training Authority (TVETA) (5 points) III. Prior experience working with KWS as trainers is an added advantage (7 points) IV. A minimum of 5 years work experience in wildlife security teams training to effectively combat wildlife trafficking (5 points) V. Previous experience in training conservancies' rangers (5 points) VI. Qualifications of the consultant(s) evidenced by professional certifications and CV (8 points) VII. References from three (3) clients in the past five (5) years (5 points) | 40 Points |
| Technical Proposal <ol style="list-style-type: none"> i. Proposed methodology (15 Points) ii. Work plan including timeframes and deliverables (15 Points) | 30 Points |
| Financial Proposal <i>The lowest cost proposal will be awarded 30 points. Other cost proposals will be awarded proportionate points as per formula: Financial Weight = (Lowest Cost/Proposal's Cost) X 15</i> | 30 Points |
| Total | 100 points |

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