



## **REQUEST FOR PROPOSALS**

Consultancy On Training PCA Board Members

# 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: 16/12/2019  
RFP closing date and time: 20/12/2019  
Estimated contract award date: 20<sup>th</sup> /12/2019

## **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 Patrick Waringa [rosebell@maraconservancies.org](mailto:rosebell@maraconservancies.org). No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 20<sup>th</sup>/12/2019, 10:00AM 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 20<sup>TH</sup> December,2019, 17:00 EAT by email to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org). The subject heading of the email should be 'RFP for Training PCA Board of Management members 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, 20<sup>th</sup> December, 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

### 2.1 OBJECTIVES

Training PCA board members will ensure that board members

- a) Perform their role & responsibility effectively.
- b) Collectively direct the affairs of the organization.
- c) Oversee rather than actively managing the day-to-day operation,
- d) Promote the interests of its shareholders .
- e) Board members mostly consult with management on the organization's strategic and operational direction, as well as monitor the management's performance.

### 2.2 SCOPE OF THE WORK

Board members steer the organizations towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure there are adequate resources to advance its mission. The successful Proponent will train PCA board members on:

**a) Develop PCA Governance Policies & Procedure Manual**

**b) Train PCA board members on:**

*i. Board member's roles and responsibility*

- Determining the Organization's Mission and Purpose;
- Recruiting PCA manager; Providing Financial oversight;
- Ensuring adequate resources;
- Ensuring legal and ethical Integrity and maintain accountability;
- Ensuring effective Organizational Planning. The Board is responsible for both short-term and long-term [strategic planning](#) ;
- Recruit and Orient New Board Members and Assess Board Performance;
- Enhance the PCA's Public Standing;
- Determine, Monitor, and Strengthen the PCA's Programs and Services; Support the Manager and Assess his Performance

*ii. Environmental conservation*

PCA Board members have a responsibility to ensure long-term value creation and resilience. Training will seek to expand board members knowledge/expertise on sustainability. Sustainability should be a primary matter for all board members.

*iii. Community development*

PCA Board members have a responsibility to Champion and oversight community development initiatives that promote conservation.

*iv. Tourism*

PCA Board members have a responsibility to encourage Tourism in PCA. Tourism is a prospective top revenue stream for PCA.

*v. Marketing*

Marketing is powerful channel for building PCA's brand, promoting collaboration across conservancies and gathering customer insights, PCA board members should up their role of marketing.

**vi. Good governance**

Including Participation; inclusivity; integrity; consensus; rule of law (policies); accountable; efficient; transparent

**vii. Statutory requirements**

Ensure compliance with Statutory requirements.

**2.3. PAYMENT TERMS**

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

**2.4. APPLICATION REQUIREMENTS**

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

a) A Company profile in the following format:

- i. A brief Introduction -This is a summary of you or your company history, accomplishments, philosophy and experience on similar solutions in the conservation & Not for profit field.
- ii. Owners, Directors and CEO/MD/Managing Partner of the company/firm submitting the RFP bid.
- iii. A copy of PIN certificate
- iv. A business registration or Incorporation certificate
- v. Business Permit

b) A technical proposal highlighting:

- i. Experience with regards to providing training services to Board members.

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.

**2.5 Deliverables**

- a) Pca Governance Policies & Procedure Manual
  - b) Governance Training Report
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## 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:

<b>A. Mandatory Requirements</b>				
<b>No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Compliant</b>	<b>Non - Compliant</b>
1	A brief Introduction -This is a summary of your /company history, accomplishments, philosophy and experience on similar solutions in the conservation & Not for profit field.		<b>1</b>	
2	Owners, Directors and CEO/MD/Managing Partner of the company/firm submitting the RFP bid.		<b>1</b>	
3	A copy of Tax pin certificate		<b>1</b>	
4	A business registration or Incorporation certificate		<b>1</b>	
5	Business Permit		<b>1</b>	
	<b>Only those that meet the mandatory requirements in Section A will move to next stage of the evaluation.</b>		<b>5</b>	
<b>B. Expertise of Individual / firm submitting proposal</b>			<b>Score</b>	
9.	Experience in Training Board members		<b>12</b>	
10.	Experience in Formulating & Producing Governance Manual		<b>13</b>	
	<b>Sub-Total</b>		<b>25</b>	
<b>C. Proposed Work Plan and Approach</b>				
11	Is the scope of task well defined and does it correspond to TOR (5marks)		<b>5</b>	
12.	Is the methodology adopted appropriate for the task? (5marks)		<b>5</b>	
13	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? (5marks)		<b>5</b>	
	<b>Sub-Total</b>		<b>15</b>	
<b>D. Team Members Experience &amp; Expertise</b>				

14	General Qualification of the Trainer: Degree and professional certificate		<b>10</b>	
15	Professional Experience in the area of specialization and the region:		<b>15</b>	
	<b>Sub-Total</b>		<b>25</b>	
<b>E.</b>	<b>FINANCIAL</b>			
<b>1</b>	All costs associated with the assignment including Professional fees, disbursements cap limits and any other costs  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.		<b>30</b>	
	<b>Sub-Total</b>		<b>30</b>	
	<b>TOTAL</b>		<b>100</b>	

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