**Request for Proposal (RFP)**

**Project name : IUCN\_ITHCP Bangladesh project**

**Implementer : WildTeam**

**Funded by : IUCN-KFW**

**Release date : 21 January 2019**

**RFP number : IUCN/PR/KRO-**

**Description : Knowledge and attitude survey in community groups on wildlife conservation**

**Query due date : 27 January 2019 by 02.00 pm Dhaka time**

**Debriefing session : 31 January 2019 between 2-3:30 pm at WildTeam Office**

**Submission due date : 04 February 2019 by 3:30 pm Dhaka time**

**Place of performance : Dhaka, Bangladesh**

**Section 1: Scope of Work**

**1.1 Background**

WildTeam was established in 2003 as a non-profit organization dedicated to the conservation of natural heritage. WildTeam's vision is a future with more wildlife to enrich people’s lives and more wild places for the magnificent diversity of life on earth. Our mission is carrying out activities to improve the conservation status of key species and habitats, and developing partnerships, tools, and platforms to build the capacity of organizations and individuals to carry out effective conservation. With a motto of 'Changing the Game for Nature', we are driven by four core values: believing people are the solution, staying grounded in reality, celebrating nature, and acting fearlessly.

WildTeam has been working predominantly in the Sundarbans mangrove forest ecosystem, home to the Royal Bengal Tiger: a flagship species for the ecosystem and symbol of pride for Bangladesh.

**1.2 Scopes of Works (SOWs)**

Protecting tigers, people and their vital habitats in the Sundarban delta through engaging the local communities is a 1 year, 287,656 Euro project funded by the International Union for Conservation of Nature (IUCN) and KFW German Development Bank. The overall objective of the project is to effectively reduce human-tiger conflicts, and retaliatory killings of tigers, and develop positive attitudes towards tigers and tiger conservation initiatives in selected areas of the Sundarban Tiger Reserve in India, and Sundarban Reserve Forest in Bangladesh. WildTeam, an organization working for biodiversity conservation in Bangladesh since 2003, implements IUCN ITHCP project activities in Bangladesh part.

Sundarbans is the largest mangrove forest in the world notified UNESCO world heritage site for its rich biodiversity. Approximately, 2.5 to 3 million people depend directly on the natural resources of the mangroves, primarily fishes and other edible aquatic life forms, honey, and timber. However, timber moratoriums persist in Bangladesh Sundarbans but local people not only collect the timber for firewood but also a variety of mangrove species leaf & seed also used for firewood in the Sundarban area. Grasses and *Nipa* leaves are collected for roofing, making mats as well as for fodder for livestock. Fish and honey (and bee wax) are extracted for own consumption as well as local trade, while shrimp provides the highest economic gains in the region and together with a large variety of fishes, has become the backbone of the local economy in this landscape.

Because of the high dependency of people on the various produces of this mangrove ecosystem for both livelihood needs and trade, a very large number of people travel daily into the tiger’s habitat and thus are exposed to direct confrontations, often leading to human fatalities. High human fatalities and livestock losses lead to higher risks of negative attitudes and antagonism towards the tiger, consequently leading to the retaliatory killing of tigers, especially when they enter villages (either accidentally or for preying on livestock) (Thirgood et al. 2005). This has been identified as a medium priority threat to tigers in Sundarbans requiring immediate attention (Aziz et al. 2013). The heavy dependency of people on the various natural produces of the landscape also levies a substantial burden on the ecosystem, with risks of over-exploitation of various natural resources being imminent.

For long-term conservation of tigers in this landscape, it is important that the pressure imposed by the local populace on the natural resources is gradually reduced through alternative methods of rearing and harvesting the same or alternative resources, or adoption of lucrative non-forest dependent livelihoods. It is also crucial that people are integrated into conflict management practices, and are gradually made aware of the problems of the tiger and its fragile habitat.

The current project aims at initiating these in a systematic and planned manner, albeit at a smaller scale to ensure feasibility of implementation and assessment of impacts over the short-term of the project. The project will aim at bringing about focussed change in 2-3 selected villages on a pilot basis, alongside developing conflict management infrastructure. The aim will be to develop these villages as models to be replicated across a larger set of villages in the future.

This project will support forest dependent poor people, tiger widows and project volunteers through engaging in sustainable alternative livelihood options to reduce dependency on forest resources for improving community capacity and increasing conservation education and awareness.

To capture the knowledge and attitude a survey or study is a primary requirement at the beginning of the project to measure the individuals’ knowledge and attitude of the community groups for baseline development and another one at the end of the project which will help to measure the progress under the ITHCP project.

**1.2.1 Title of the service to be delivered**

The title for this survey is ‘Knowledge and attitude survey in community groups on wildlife conservation’. The primary goal of this assessment is to see the knowledge and attitude level of individuals in community groups (Village Tiger Response Team-VTRT, BaghBandhu, Forest Resource Collectors etc.) on wildlife conservation. That will help to set the baseline and progress report of the ITHCP performance of one indicator i.e. changed awareness levels among adult, youth and children of focal villages in Bangladesh Sundarbans.

**1.2.2 Objectives to be achieved by the selected vendor**

The selected vendor should achieve the below objectives.

* To measure the percentage of individual’s knowledge on wildlife conservation in community groups;
* To measure the percentage of individual’s attitude on wildlife conservation in community groups.

**1.2.3 Description of deliverables to be achieved/performed by the selected vendor**

It is expected that through the assessment, the following outputs will be obtained and deliverables will be available:

* Understanding the knowledge and attitude level of Sundarbans’ surrounding community on wildlife conservation and protection of Sundarbans;
* Measuring the percentage of individuals knowledge in community groups on wildlife conservation;
* Measuring the percentage of individual’s attitude in community groups towards wildlife conservation;
* Reports and data in this regards.

**1.3 Activities to be done by the vendor**

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| --- | --- | --- |
| **Deliverables** | **Number of working days** | **Strength for deliverables** |
| Preparatory meeting and setting work plan | 2 | 25% |
| Conducting the baseline survey | 10 |
| Submission of the first draft of Knowledge and Attitude report/s | 8 |
| Completing of internal review and submission of the final draft | 5 | 25% |
| Conducting the Post Knowledge and Attitude survey at the end of the project, preparing and sharing the report/s | 25 | 50% |
| **Total** | **100%** | | |

**1.4 Minimum eligibility criteria for the vendor**

* Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
* Having extensive and in-depth experiences with related projects of similar scope and size in Bangladesh for at least 5 years;
* Business Licenses – Registration Papers, Tax Payment Certification, etc.;
* Track Report- Experience in the delivery of similar type of services to government/ semi-government/ autonomous bodies (in Bangladesh or South Asia) during the last five years, with at least two such assignments;
* Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.

**Section 2: Offer Details**

**2.1 Offer deadline**

The technical and cost proposal must be submitted no later than the date and time listed on the cover page to the following address: In the course of preparing your proposal, it shall be your responsibility to ensure that it reaches the address below on or before the deadline. Proposals that are received by WildTeam after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

**Proposal to be submitted to:**

Attention:

WildTeam

Cosmos Centre, 69/1 New Circular Road

Malibagh, Dhaka 1217, Bangladesh

The bidders must submit two (2) copies of each of the Technical and Financial proposal in 2 (two) separate sealed envelopes clearly marked on the envelope with “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” and the 2(two) envelopes shall then be sealed in an outer envelope bearing RFP Reference, subject, the address of WildTeam, Proposer’s name and address. It must be taken care that the technical proposal must not mention any information related to the financial proposal; otherwise, the submission will be rejected. Upon delivery, applicants may request a stamped receipt confirming timely submission. Please note that incomplete proposals will not be reviewed.

**2.2 Timing/duration**

The proposal review and selection process is estimated to be completed by 07 February 2019

The first survey which will be considered as the baseline is estimated to take place during a period of maximum 25 days beginning on or around 10 February 2019. The second survey which has to be taken place at the end of the project in June 2019.

**2.3 Location**

The selected bidder will implement this scope of work (SOW) throughout the country in a preselected route.

**2.4 Budget**

We will not provide a budget estimate, but it is important to note that the cost will be an evaluation factor. The firm/organization with the best quality work for the most economic total cost will be awarded the activity. The budget will cover both surveys cost (beginning and end of the project).

**Payment terms:**

**1stpayment:** *20% of total contract value will be paid after completion of XXX deliverable upon acceptance by the contract administrator.*

**2nd payment:** *30% of total contract value will be paid after completion of XXX deliverable*.

**Final payment:** 5*0% of total contract value will be paid after submission of final deliverables upon acceptance by contract administrator.*

**2.5 Validity of offers**

Offers must remain valid for at least 10 calendar days after the offer deadline. Failure to submit the complete and accurate information requested from the RFP is grounds for disqualification from the award.

In exceptional circumstances, WildTeam may request the bidder to extend the validity of the proposal beyond what has been initially indicated in this RFP. The proposal shall then confirm the extension in writing, without any modification whatsoever on the proposal.

**2.6 Questions and clarifications**

All questions and/or clarifications regarding this RFP must be submitted via email to info@wild-team.org no later than 04 February 2019 by 3:30 pm Dhaka time. All correspondence and/or inquiries regarding this solicitation shall reference the RFP number in the subject line. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in writing.

**Debriefing session:**

WildTeam will hold a debriefing session to present the project and RFP on 31 January 2019 between 2:00 pm to 03:30 pm at WildTeam Home Office. Written questions and requests for clarification that were received by January 27, 2:00 pm, the deadline will be addressed during this time as well. Firms are encouraged to attend the forum will be the only access to the project information and responses to the questions. WildTeam will then open the floor and answer additional questions.

**2.7 Basis for award**

The proposal will be selected through “Quality and Cost Based Selection (QCBS)” method and procedures where 70% mark is for Technical Proposal and 30% mark is for Financial Proposal. Both Technical and Financial review will be performed together. WildTeam intends to award a fixed price work order/service agreement resulting from this solicitation to the responsible offeror whose proposal represents the best value to ITHCH project activity after evaluation of the evaluation criteria below.

A selection committee will review all quotes, check references, narrow proposing firms to a short list of 2-3 firms/organizations, conduct interviews, and potentially, visit the finalists’ representative projects. WildTeam will complete the review of submitted proposals no later than 07 February 2019. Evaluation will be based on:

***Proposed KAP survey technical plan 70 Points***

The bidder shall be evaluated on the overall understanding of the scope of work, specifically, the technical plan as well as its innovative approach and ideas.

***Cost proposal 30 Points***

Provide an estimate of the cost of the activity in Bangladeshi Taka and Euro following the cost proposal details in Section 3.

The cost proposal will be evaluated based on the proposed cost to be borne under the ITHCP project. Value for money is one of the key criteria for the evaluation.

Once the evaluation of offers is completed based on the above criteria, the Cost Proposal will be used in conducting the best value analysis. The combined technical factors above are more important than cost or price. However, WildTeam will not select any offer for award on the basis of a superior technical proposal without considering cost.

The price proposal of all contractors, who have attained minimum 70% score (49 out of 70 points) in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the ’best value for money’. The contract will be awarded to the contractor based on the cumulative method. The formula for the rating of the proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

=Total Combined and Final Rating of the Proposal

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers the best value for money.

*WildTeam will treat all the creative materials confidential, but may not be able to return them to the agencies.*

The shortlisted agencies will be invited to show a presentation on their proposals and demonstrate their potentials.

**Section 3: Technical and Cost Proposal Details**

**3.1 Technical proposal**

The Technical Proposal should describe in detail the bidder proposed plan for the implementation of the KAP survey as described in the Scope of Work (SOW) found in Section 1. The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The bidder should include details on personnel who will be used to carry out the required activities. Please note that, the technical proposal shall no way reflect the cost of activity/sub-activity.

The following documents should be included in the Technical Proposal (failure to submit all of the following documents may result in disqualification from award):

* CVs of key personnel (see below)
* Information on past performance (see below)
* Business legal registration information in Bangladesh
* Updated Vat & Tax registration certificates
* Bank solvency certificate

*Key personnel:* The bidder shall demonstrate that professional staffs with extensive experiences are available to oversee and carry out the scope of work (SOW). The staff deemed as key personnel shall be fully available during the duration of the work and shall not be replaced without prior consent of WildTeam. The Technical Proposal should include CVs for all key personnel that will work together to execute this project.

*Past performance:* The Technical Proposal should include information on past performance, briefly describing at least three (3) recent contracts of similar scope and duration. The information supplied must include the legal name and address of the organization for which services were performed, a description of the work performed, the duration of the work and size (in BDT or Euro) of the contracts/work orders, a brief description of problems encountered (if any) in the performance of the work and actions taken to resolve them, and the contact information (current telephone number and email address) of a responsible representative of the contracting organization. WildTeam may use this information to contact representatives on prior contracts to obtain feedback on performance.

*Potential impact on existing work:* The bidder should outline its ability to immediately undertake this SOW and what steps it will take to ensure that other existing work, both current and pending, will not impact the bidder’s ability to undertake this project in a timely manner. Considerations should include personnel and financial capabilities.

**There is a fifteen (15)-page limit to the technical volume. This page limit does not include the following documents:**

* Cover letter
* CVs of key personnel
* Past performance information
* Sketches, graphic designs, or drawings, if applicable
  1. **Cost proposal**

The Cost Proposal is used to establish the best value among proposals. The Cost Proposal shall provide a detailed cost volume including managing and organizing of all above-mentioned events, communications and outreach activities. (See Annex 1 for budget template example). There is no page limit to the Cost Volume. Please ensure a line item-wise breakdown of cost so that in case of addition or removal of events, the respective costs are easily identified;

The Cost Proposal shall also include a budget narrative that explains the basis for the estimate of each budget element, including any embedded labor or materials costs. Supporting information should be provided in sufficient detail to allow a complete analysis of each cost element. Any taxes or fees cannot be added later. Please consider the cost proposal as a firm fixed-price, expressed in Bangladeshi Taka (BDT).

**The anticipated contract type for this procurement will be a firm/organization fixed-priced and fixed-term service agreement. Please note that the inclusion of separate line items for any indirect costs or fees (i.e., administration fee) will not be permitted. As such, it is expected that each bidder will provide comprehensive total values for each component inclusive of any/all indirect cost and fee.**

The Financial Proposal shall specify a total delivery amount (in BDT) including mentioning taxes & Vat. Tax and VAT shall be deducted from the contract amount according to the Government Rules and Regulations.

Please be advised that WildTeam is not bound to accept any proposal, nor award a contract or purchase order, nor be responsible for any costs associated with service providers’ preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.

**Annex: Budget template**

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| Items | Description | Unit | Unit cost | Total cost (BDT) | Total cost (Euro)-exchange rate of 97 |
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