

KENYA WILDLIFE SERVICE

**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES
FOR PREPARATION OF THE NATIONAL WILDLIFE
CONSERVATION STATUS REPORT**

KWS/USAID/RFP/14/2016-2017

CLOSING DATE: 26TH JANUARY 2017

TIME: 12.00 Noon

**KENYA WILDLIFE SERVICE
P.O BOX 40241-00100
NAIROBI**

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SECTION A: - LETTER OF INVITATION

TO _____

P.O Box _____

Date _____

Dear Sir,

RE: CONSULTANCY SERVICES FOR PREPARATION OF THE NATIONAL WILDLIFE CONSERVATION STATUS REPORT

Kenya wildlife Service (KWS) has received funding from the USAID under the Kenya Wildlife Protection and Conservation Programme and plans to use some of the funds on consultancy for Preparation of the National Wildlife Conservation Status Report.

KWS was established by the Wildlife Conservation and Management Act, 1989 (now repealed and replaced by the Wildlife Conservation and Management Act, 2013) with the overall mandate to conserve and manage wildlife in Kenya. KWS manages approximately 8 % of the total landmass in Kenya that consists of 23 national Parks, 31 national reserves and 6 national sanctuaries, 4 marine national parks and 6 marine national reserves.

Towards the stated objective, Kenya Wildlife Service now wishes to invite interested and eligible national candidates to tender for the consultancy service on *Preparation of the National Wildlife Conservation Status Report*. More details on the services are provided in the attached Terms of Reference. The candidate is required to provide the following documents with their Technical proposal:

- i) Business registration certificate.
- ii) Valid Tax compliance certificate
- iii) Company profile
- iv) Copy of CR12
- v) An abstract of the candidate's accounts for the last 2 years accompanied by a certificate from Auditors

The RFP includes the following documents:

- Section A – Letter of Invitation
- Section B – Information to Consultants
-Appendix A
- Section C – Terms of Reference
- Section D – Technical Proposal – Standard Forms

Section E – Financial Proposal – Standard Forms

Section F – Standard Tender forms

Tenders must be accompanied by a bid security of Kshs 100,000.00 (One hundred thousand Shilling issued in the form of a bank guarantee from a bank or an insurance firm and valid for 120 days from the date of tender opening.

Yours faithfully,

HEAD OF SUPPLY CHAIN MANAGEMENT

SECTION B:- INFORMATION TO CONSULTANTS

1. Introduction

- 1.1 The Client named in Appendix "A" will select a firm among those invited to submit a proposal, in accordance with the method of selection specified in Appendix "A".
- 1.2 The consultants are invited to submit a **Technical Proposal** and a **Financial Proposal** separately.
- 1.3 The consultants must familiarize themselves with KWS environment and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the KWS regarding any information that they may require before submitting a proposal. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will provide the inputs specified in Appendix "A", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment, and (ii) KWS is not bound to accept any proposals submitted.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in Appendix "A". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.2 At any time before the submission of proposals, Kenya Wildlife Service may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

3.1 The Consultants proposal shall be written in English language.

Technical Proposal

3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in Appendix "A". The proposal shall however be based on the number of professional staff- months estimated by the firm.

(iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.

(iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix "A", preferably working under conditions similar to those prevailing in Kenya.

(v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

(i) A brief description of the firm's organization and an outline of recent experience. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.

- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last FIVE (5) assignments.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

- 3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.
- 3.7 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the

consultants, the sub consultants and their personnel, unless Appendix "A" specifies otherwise.

- 3.8 Consultants shall express the price of their services in Kenya Shillings.
- 3.9 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 3.10 The Proposal must remain valid for **90 days** after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, Financial Proposal; shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 4.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 4.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL,**" and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in Appendix "A" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER OPENING COMMITTEE.**"
- 4.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in Appendix "A". No proposal shall be received after the closing time for submission of proposals.
- 4.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the Tender Opening committee. The Financial Proposal

shall remain sealed and deposited with a responsible officer of the client department until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

- 5.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in Appendix "A". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation Criteria of Technical Proposals

- 5.3 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

No.	The number of points given under each of the evaluation criteria are:	Points Given
1.	Registration Certificate, VAT Certificate, Tax Compliance Certificate, as well as Certificates and transcripts by Consulting Team (i.e., High School Certificate, Undergraduate Certificate and Transcripts, Master's Degree Certificate and Transcripts, PhD Certificate and Transcripts (Where PhD is by Course Work and Thesis)	<i>Mandatory</i>
2.	Specific experience of the consulting firm in the same field as that of the assignment and on similar projects.	30
	<p>For each project, proponents expected to provide evidence of being experienced in the following key areas,</p> <p>(a) Experience in wildlife conservation and management. Bidders are expected to provide evidence by way of descriptive narrative and contract document, showing experience gained in carrying out projects in this area of expertise.</p> <p>(b) Experience in GIS Analysis Bidders are expected to provide evidence by way of descriptive narrative and contract document, showing experience gained in carrying out projects in this area of expertise</p> <p>(c) Experience in Technical Report Writing</p>	<p>11</p> <p>11</p> <p>8</p>

	Bidders are expected to provide evidence by way of descriptive narrative and contract document, showing experience gained in writing technical reports and publications	
3.0	Adequacy of the proposed work plan and methodology in responding to the TOR	35
	<p>a. Understanding of the TOR – The proponents expected to demonstrate a comprehensive understanding of the terms of reference in the following key areas,</p> <p>a) Background – The firm should be able to narrate its appreciation of the current challenges of facing wildlife conservation in Kenya as well as identify the possible mitigation measure</p> <p>Understand the general and specific objectives of the assignment.-- The firm should be able to narrate its understanding of the objective of the assignment which centers on preparing the status of wildlife conservation report in Kenya</p> <p>b) Scope-- The firm should be able to indicate its understanding of the scope of works with reference to the preparation of the status of wildlife conservation report, geographical areas of coverage, and the level of stakeholder engagements.</p> <p>c) Deliverables-- Understand the expected outputs/outcome/deliverables at the end of the assignment with respect to the status of wildlife conservation report.</p>	5
	<p>b. Overall quality of proposal-- The proponents are expected to generate a proposal with the following key characteristics,</p> <p>a) Proposal is well bound and general appearance is consistent with an official document.</p> <p>b) The proposal identify with subject matter and there is a general understanding of the subject in focus</p> <p>c) The writing style, formatting and page numbering is clear and concise.</p> <p>d) The table of contents and the respective information is provided in corresponding sections of the proposal</p> <p>e) The proposal is consistent with guidelines and expectations detailed in the tender document.</p>	5
	<p>c. Quality of methodology proposed</p> <p>(c.1) Technical approach-- The proponents expected to demonstrate a clear understanding of the methodology/approach indicated in the following areas ,</p> <p>a) A clear description of the procedural plans for collecting and analyzing the data consistent with aerial and ground surveys in Kenya.</p> <p>b) A clear enumeration of instruments to be used to collect data in the</p>	20

	<p>assignment i.e. (appropriateness, efficacy, reliability and validity).</p> <p>c) The firm should be able to outline a clear description of the procedural plans on how and to whom will the instruments of data collection will be administered within the Kenyan context.</p> <p>d) The firms should clearly outline the data analysis procedures to be followed complete with the mathematical formulas to be used for the analysis.</p> <p>e) The description of the proposed methodology should contain enough detail to indicate that the proponent knows what they are doing/what is expected of them.</p> <p>f) The proponents should describe the expected challenges while conducting the exercise in wildlife range areas in Kenya and the possible mitigation measures.</p> <p>g) The firms should also describe the assumption considered when generating their methodology, work plan and budget.</p>	
	<p>(c.2) Quality of work plan-- The proponents work plan expected to contain the following aspects</p> <p>a) It should be realistic with reference to the expected time of completion of the assignment.</p> <p>b) It should be clear and concise.</p> <p>c) It's should be specific i.e. you can track activities, results against the work plan.</p>	3
	<p>(c.3) Organization and staffing-- The proponents are expected to detail the following,</p> <p>a) An indication of the expected number of staff undertaking the assignment and their background.</p> <p>b) A detailed discussion of the qualifications and experience of the proposed staff.</p> <p>c) The list should include Key Staff and Support Staff</p> <p>d) Attached complete resumes, transcripts and certificates for each member of the team as appendices to the proposal</p>	2
3.	<p>Qualifications and competence of the key staff for the assignment (Note it is mandatory to provide copies of Certificates and transcripts by Consulting Team (i.e., High School Certificates, Undergraduate Certificate and Transcripts, Master's Degree Certificate and Transcripts, PhD Certificate and Transcripts (Where PhD is by Course Work and Thesis)</p>	35
	<p>Team leader and Wildlife Management Specialist</p> <p>a) Relevant undergraduate and postgraduate education background in Wildlife</p>	

Management, Environmental Studies, Conservation Biology and Natural Resource Management as evidenced by transcripts and certification provided	5
b) Adequate team leadership experience and report preparation for similar contracts/At least 5 years experience in related assignments	5
c) Good understanding of crosscutting linkages between the wildlife sector and other sectors of the wider economy	5
Assistant Team Leader and Lead Ecologist	
a) Should have a qualification in Ecology Wildlife Management, Natural Resources Management, Environmental Studies and Conservation Biology (Masters Degree and above as evidenced by transcripts and certification provided	4
b) Adequate team leadership experience and report preparation for similar contracts/At least 3 years experience in related assignments	3
c) Experience (3 years and above) in area of expertise	3
GIS and Remote Sensing Specialist	
a) Qualification (Masters Degree and above in Geographic Information System (GIS) and Remote Sensing as evidenced by transcripts and certificates	5
b) Experience (3 years and above) in the respective area of expertise	5
TOTAL:	100

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in Appendix "A".

Public Opening and Evaluation of Financial Proposals

- 5.4 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process.
- 5.5 The Financial Proposals shall be opened publicly after the Technical evaluation and the Client shall prepare minutes of the public opening.
- 5.6 The evaluation committee will determine whether the financial proposals are complete i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any un-priced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

5.7 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

5.8 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in Appendix "A", be as follows:-
 $Sf = 100 \times \frac{FM}{F}$ where Sf is the financial score; FM is the lowest priced financial proposal and F is the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights T (the weight given to the Technical Proposal) and P (the weight given to the Financial Proposal); $T + P = 1$) indicated in the Appendix. The combined technical and financial score, S , is calculated as follows:- $S = St \times T \% + Sf \times P \%$.

The firm achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in Appendix "A". The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

6.3 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the

basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

- 6.4 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

7. Award of Contract

- 7.1 The Contract will be awarded following negotiations. After negotiations are completed. The Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".

8. Performance bond

- 8.1 Within fourteen (14) days of receipt of the notification of Contract award, the successful tenderer shall furnish to KWS the performance bond in the amount specified in Special Conditions of Contract.
- 8.2 The proceeds of the performance bond shall be payable to KWS as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 8.3 The performance bond shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to KWS and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to KWS, in the form provided in the tender documents.
- 8.4 The performance bond will be discharged by KWS and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's

performance obligations under the Contract, including any warranty obligations, under the Contract.

9. Confidentiality

- 9.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

APPENDIX “A”

Clause

Reference

- 1.1 The name of the Client is: KENYA WILDLIFE SERVICE
- 1.1 The method of selection is: QUALITY AND COST BASED SELECTION
- 1.3 The name(s), address (es) and telephone numbers of the Client’s official(s) are:
 Director General, Kenya Wildlife Service
 P.O. Box 40241
 Nairobi.
 Telephone: 0726-610509/0726610508
 Attention: Head of Supply Chain Management
- 1.4 The Client will provide the following inputs: Venue
- 3.3 (ii) The estimated number of professional staff days required for the assignment is: 120 DAYS
 (iv) The minimum required experience of proposed professional staff is five years.
- 3.7 **Taxes: in accordance with tax Laws of Kenya. These include: 16% Value Added Tax (VAT) and 5% Withholding Tax. The total cost of consultancy should include 16% VAT. A 5% Withholding Tax will also be charged on the consultancy fees.**
- 4.2 Consultants must submit an original and one (1) copy of each proposal.
- 4.4 The proposal submission address is: The Director General, Kenya Wildlife Service, P.O. Box 40241, Nairobi. Information on the outer envelope should also include: Bid No. **KWS/USAID/RFP/14/2016-2017**

- 4.5 Proposals must be submitted not later than the following date and time: **26th January 2017** at 12.00 NOON
- 5.1 The address to send Information to the Client is: The Director General Kenya Wildlife Service, P.O Box 40241, Nairobi, Tel 0726-610509, Email; hps@kws.go.ke
- 5.3 The minimum technical score required to **pass is 70%** (seventy percent). The weights given to the Technical and Financial Scores are: **Technical = 80, Financial = 20.**
- 7.2 The assignment is expected to commence on date agreed when the contract is signed.

SECTION C: TERMS OF REFERENCE

1.0 INTRODUCTION

Kenya has a rich wildlife heritage whose continued existence is threatened by several factors including poaching, bush meat, changes in land tenure and land use, land fragmentation, increase of human population and farming, and infrastructural development. Over the past few years, a wealth of information on Kenya's wildlife has been gathered as a result of various surveys that have been undertaken which have enhanced our knowledge of species distribution and the factors that influence range, population and conservation status of each species within the country. The surveys have revealed declining numbers among several wildlife species which prompted KWS to develop species specific recovery plans to restore animal populations to their respective conservation targets. The national wildlife conservation status report, among other things, is a reflection of the results of the national efforts to ensure survival of the country's wildlife for posterity.

Part 49 (4) of the Kenyan **Wildlife Conservation and Management Act, 2013** which became operational on 10 January 2014 requires that the Cabinet Secretary responsible for wildlife management shall report biannually to the National Assembly through the National Wildlife Conservation Status Report on the status of efforts to develop and implement recovery plans for all nationally listed species and on the status of all species for which such plans have been developed. The report will provide the status of wildlife conservation in the country and recommend way forward regarding the management and conservation of wildlife in the Country.

The **conservation status** of species indicates whether the group still exists and how likely the group is to become extinct in the near future. Many factors are taken into account when assessing conservation status including the number of individuals remaining, the overall increase or decrease in the population over time, breeding success rates, and known threats. The IUCN red List of Threatened Species is the best-known worldwide conservation status

listing and ranking system. Species are classified by the IUCN Red List into nine groups set through criteria such as rate of decline, population size, area of geographic distribution, and degree of population and distribution fragmentation. Also included are species that have gone extinct since 500 AD. When discussing the IUCN Red List, the official terms "threatened" is a grouping of three categories: critically endangered, endangered and vulnerable. The description of these species is as outlined in table 1 below.

Table 1: IUCN Red List categorization of threatened wildlife species

Category	Definition
Extinct (EX).	No known individuals remaining
Extinct in the wild (EW)	Known only to survive in captivity, or as a naturalized population outside its historic range
Critically Endangered (CR)	Extremely high risk of extinction in the wild
Endangered (EN)	High risk of extinction in the wild
Vulnerable (VU).	High risk of endangerment in the wild
Near Threatened (NT)	Likely to become endangered in the near future
Least Concern (LC)	Lowest risk. Does not qualify for a higher risk category. Widespread and abundant taxa are included in this category
Data Deficient (DD)	Not enough data to make an assessment of its risk of extinction
Not Evaluated (NE).	Has not yet been evaluated against the criteria

The convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) aims to ensure that international trade in specimens of wild animals and plants does not threaten their survival. Many countries require CITES permits when importing plants and animals listed on CITES.

This Terms of Reference aims to identify an external consultant to prepare the First National Status of Wildlife Conservation Report as per the requirement of the Wildlife Conservation and management Act, 2013.

2.0 OBJECTIVE OF THE CONSULTANCY ASSIGNMENT

The objectives of this consultancy are to:

1. Describe all Kenya's Wildlife Conservation Areas (protected and non-protected)
2. Collect, collate and synthesize all data and information on the status of all listed wildlife species in the country.

3. Prepare distribution maps of listed wildlife species within protected and non-protected areas. Refer to the Wildlife Conservation and Management Act, 2013 for listed species.
4. Identify, and discuss threats to wildlife conservation in Kenya and propose appropriate mitigation measures.
5. Examine the wildlife management systems in Kenya to document the effectiveness and efficiency of the institutional and legal frameworks under which wildlife is managed as per the Wildlife Conservation and Management Act, 2013
6. Examine all forms of wildlife utilization in Kenya (e.g., filming, game farming, research, education, recreation, tourism among others) and their impacts on the country's wildlife conservation agenda.
7. Examine the national human-wildlife conflict status and the effectiveness of existing mitigation measures
8. Examine the status of infrastructural development (LAPSET, Standard Gauge Railway, Roads, Power Lines, and Pipe-Lines) in wildlife dispersal areas, corridors and protected areas and report on their negative impacts on wildlife conservation.
9. Document infrastructure in protected and non-protected areas (roads network, residential and non-residential buildings, airstrips, water pans and boreholes) and evaluate their adequacy in meeting conservation agenda.
10. Document equipment and machinery (GPSs, computers, radios, vehicles, tractors, dozers, graders, and generators among others) in protected and non-protected areas and evaluate their adequacy to meet the country's wildlife conservation agenda.
11. Evaluate the adequacy of KWS staffing levels and those of private and communal conservancies and ranches in driving the national wildlife conservation agenda.
12. Evaluate the status of management plans implementation in protected area and conservancies.
13. Evaluate the status of species conservation strategies and action plans implementation.
14. Produce the 1st National Wildlife Conservation Status Report

3.0 INDICATIVE TASKS

The Consultant will be expected to:

1. Facilitate all consultative meetings and stakeholders' workshops needed in the course of preparing the National Wildlife Conservation Status Report.
2. Prepare minutes of meetings and proceedings of workshops in 1 above.
3. Undertake a review of all relevant literature for preparation of the report (e.g., wildlife census reports, wildlife habitat quality reports, wildlife utilization reports, species recovery plans, human-wildlife conflicts reports etc). Literature review will be guided by information required in the report as per the **Wildlife Conservation and Management Act, 2013**.
4. Prepare all relevant maps for inclusion in the report

5. Prepare map showing large mammals survey sites based on different methods (i.e., total aerial survey, sample aerial survey, ground counts using the dung count method, and ground count using vehicles and transects).
6. Liaise with Department of Resource Surveys and Remote Sensing (DRSRS), National Museums of Kenya, Conservation NGOs to acquire all data and information on wildlife populations and distribution in the 47 counties in Kenya
7. Collate all information on infrastructural development in protected areas, wildlife dispersal area and corridors and discuss their impacts on wildlife conservation
8. Collate and synthesis all information on protected areas infrastructure (roads network, residential and non-residential buildings, airstrips, water pans and boreholes) and discuss their impacts on wildlife conservation.
9. Describe all protected areas equipment and machinery (GPSs, Computers, Radios, Vehicles, Tractors, Dozers, Graders, and Generators among others) and evaluate their adequacy to serve the needs of KWS in its conservation agenda.
10. Evaluate KWS staffing levels and determine their adequacy in meeting the organization's needs and purposes.
15. Evaluate the status and practical roles of all management plans in protected areas and conservancies
11. Evaluate in a practical sense the status and roles of all species conservation strategies and action plans in wildlife conservation
12. Determine the progress in the preparation of wildlife conservation guidelines and regulations
13. Evaluate the status of human-wildlife conflicts and the effectiveness of its management.
14. Evaluate the status of wildlife security and its effectiveness in wildlife conservation
15. Evaluate the status of poaching on elephants and rhino poaching and its impacts on their population dynamics.
16. Evaluate the status of the effectiveness of the County Wildlife Conservation and Compensation Committees in carrying out their mandate as per the Wildlife Conservation and Management Act, 2013.
17. Evaluate the status of wildlife research and its contribution to Kenya's wildlife conservation agenda. Suggest measures aimed at improving wildlife research as an aid to effective wildlife conservation in Kenya.
18. Evaluate the status of the genetic laboratory as well as disease surveillance and wildlife translocations
19. Evaluate the status of MEAS and other conservation related collaborations to wildlife conservation in Kenya.
20. Liaise with community and private conservancies as well as the National Wildlife Conservancies Association to acquire relevant information (wildlife populations, trends and distribution, areas under conservancies and their capacity [financial, human capital, infrastructure & equipment) required in the report

21. Evaluate the financial status of KWS and its adequacy to support the national wildlife conservation agenda and suggest measures to ensure its financial sustainability.
22. Evaluate the effectiveness (%success) in implementing the Wildlife Conservation and Management Act, 2013
23. Facilitate presentation of draft report to KWS Senior Management, Board of Trustees, Ministry Officials (Director of Wildlife, Conservation Secretary, Principal Secretary and Cabinet Secretary) and the Parliamentary Committee on Environment and Natural Resources
24. Prepare a summary document for presentation to KWS senior management and the BoT.
25. Prepare A summary document for use by the Cabinet Secretary during presentation OF THE NATIONAL WILDLIFE CONSERVATION STATUS TO parliament
26. Incorporate all comments from reviewers including those from KWS Senior Management, KWS Board of Trustee, Ministry of Environment and Natural Resources and the Parliamentary Committee on Environment and Natural Resources*This point should come before point number 23.
27. Develop final version of the status report

4.0 DELIVERABLES BY CONSULTANT

The following outputs are expected:

1. **Signed meeting minutes:** The minutes will reflect the discussions undertaken and agreed actions.
2. **Workshop reports:** The report will provide details of workshop proceedings including a signed list of workshop participants and programme.
3. **Inception Report:** The consultant will prepare and submit an inception report describing detailed approach towards preparing the status of wildlife conservation report, reviewed literature, methodology and timeline.
4. **Draft Status of Wildlife Conservation Report:** A draft status report will be submitted to different stakeholders for comments and feedback
5. **Final Status of Wildlife Conservation Report:** A final report will detail all the findings, conclusions, targeted recommendations, experiences, and lessons learned. This should also consider the feedback provided by stakeholders on the draft report and feedback during the presentation of findings to KWS Senior Management, KWS Board of Trustees, Ministry Official and the Parliamentary Committee on Environment and Natural Resources). The final report should be no longer than 150 pages including a 2-5 pages of executive summary.

6. Summary document for presentation to KWS Senior Management and Board of Trustees
7. Summary document for use by Cabinet Secretary during presentation of report to parliament

5.0 CONSULTANT/TEAM EXPERTISE

Kenya Wildlife Service invites bids from Consultants/Firms interested in providing the above services. The consultant/team should have the following expertise:

- a) Post-graduate degree in Wildlife Management, Conservation Biology, Natural Resource Management, Environmental Studies, Application of Geographic Information System (GIS) and Remote Sensing in Natural Resource Management, and/or relevant Social Sciences discipline; * This point mixes qualifications with practical expertise. Revise.
- b) The consultant (or at least one member of the team) should be good at GIS and Remote sensing as well as modeling.
- c) At least 10 years' experience of preparing technical reports on wildlife management.
- d) Experience in addressing some of the key threats to wildlife e.g. human-wildlife conflicts, poaching, securing wildlife corridors
- e) Deep understanding of the wildlife conservation and management act 2013
- f) Understanding of other national and county policies and legislations that influence wildlife conservation and management in Kenya.
- g) Experience with wildlife agencies and local and international institutions in wildlife conservation and management
- h) Previous experience of conducting aerial and ground surveys, scientific report writing and publishing
- i) Strong analytical and conceptual skills;
- j) Experience in the application of participatory approaches in Wildlife Management;
- k) Excellent facilitation skills, co-ordination, negotiation skills and oral and written communication skills in English (particularly report writing);
- l) Experience in assessing organizational capacity and gaps and ability to recommend the corrective measures.

A team of three to four consultants will also be considered. Interested consulting firms must provide a statement of capabilities and experience indicating that they are qualified to undertake the exercise through submission of detailed company profiles, financial capability to undertake the assignment to completion, qualifications and experience of key staff and the methodology of undertaking the assignment. This assignment is open to Consultants who may associate to enhance their capabilities.

6.0 REPORTING

The TEAM/consultant will directly report to the Deputy Director, Biodiversity Research and Monitoring. The consultant shall work closely with other staff in the Biodiversity Research and Monitoring, Strategy and Change, Species Conservation and Management, Parks and Reserves, and Security Divisions of Kenya Wildlife Service.

7.0 ASSIGNMENT DURATION

The assignment is expected to last for a maximum of 90 actual working days. The consultants are expected to develop a suggestive and comprehensive work schedule/plan and submit it as part of the technical proposal. However, the exact schedule/plan of the consultancy will be agreed with the consultant prior to the signing of the contract.

SECTION D:- TECHNICAL PROPOSAL – STANDARD FORMS

These forms shall include;

- i) Technical Proposal submission form.
- ii) Firm's references.
- iii) Comments and suggestions of consultants on the Terms of Reference and on data, services and facilities to be provided by the Client.
- iv) Description of the methodology and work plan for performing the assignment.
- v) Team composition and task assignments.
- vi) Format of curriculum vitae (CV) for proposed professional staff.
- vii) Time schedule for professional personnel.
- viii) Activity (work) schedule.

(i). TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

To: _____ [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the training services for _____
_____ [*Title of consulting services*] in accordance with your Request
for Proposal dated _____ [*Date*] and our Proposal. We are hereby
submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal
sealed under a separate envelope-*where applicable*].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ [*Authorized Signature*]:

_____ [*Name and Title of Signatory*]

:

_____ [*Name of Firm*]

:

_____ [*Address:*]

(ii). FIRM'S REFERENCES

Using the format below, provide information on each assignment for which your firm either individually as a corporate entity or in association was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory: _____

(iii) COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

(iv) DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(v). TEAM COMPOSITION AND TASK ASSIGNMENTS**1. Technical/Managerial Staff**

Name	Position	Task

2. Support Staff

Name	Position	Task

(vi). FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

Date; _____
[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

(vii). TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of months

Months (in the Form of a Bar Chart)

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

(viii). ACTIVITY (WORK) SCHEDULE

(a). Survey program

[1st,2nd,etc, are months/weeks from the start of assignment)

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	
Activity (Work)													

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION E:- FINANCIAL PROPOSAL – STANDARD FORMS

These forms shall include;

- i) Financial Proposal submission form.
- ii) Summary of costs.
- iii) Breakdown of remuneration per activity.
- iv) Reimbursable per activity.
- v) Miscellaneous expenses.

(i). FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the training services for (_____) [Title of consulting services] in accordance with your Request for Proposal dated (_____) [Date] and our Proposal. Our attached Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]

: _____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

(ii). SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		_____

(iii).BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____			
Names	Position	Input(Staff months, days or hours as appropriate.)	Rate	Remuneration	Amount
Regular staff					
(i)					
(ii)					
Consultants					
Grand Total				_____	

SECTION F – STANDARD TENDER FORM

i) BUSINESS QUESTIONNAIRE:

- 1.1 **Business Name:**
- 1.2 **Date of Registration**.....
- 1.3 **Indicate the form of Business:**
 (a) Sole Proprietor..... (b) Partnership.....
 (c) Company.....
- 1.4 What businesses are you licensed to operate?
- 1.5 Postal Address
- Tel /Telfax No
- Cell Phone.....
- Email
- Web page.....
- 1.6 Location of business premises:
 Street/Road.....Building and Floor.....Plot No
- 1.7 Who are your Principal Bankers Branch

- 1.8 Details of business registration: Please complete the relevant section.

Part 1.8 (a) – Sole Proprietor

Your name in full

Are you a Kenya Citizen?.....If not, what is your Nationality

Part 1.8(b) – Partnership/ Limited Company

Country of incorporation.....Date.....

	NAME OF PARTNERS/SHARE HOLDERS	NATIONALITY	CITIZENSHIP	OWNERSHIP (SHARES)
1				
2				
3				
4				

The Position in the company of the person making this application.....

Signature.....Date.....

OFFICIAL STAMP HERE:

ii. Tender Security Form

Whereas..... [name of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated[date of submission of tender] for the supply of..... [name and/or description of the service] (hereinafter called “the Tender”).....
 KNOW ALL PEOPLE by these presents that WE.....
 of..... having our registered office at
 (hereinafter called “the Bank”), are bound unto KWS (hereinafter called “Kenya Wildlife Service”) in the sum of
 for which payment well and truly to be made to the said KWS, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20 ____.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by KWS during the period of tender validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance bond, in accordance with the Instructions to tenderers;

We undertake to pay to KWS up to the above amount upon receipt of its first written demand, without KWS having to substantiate its demand, provided that in its demand KWS will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.