REQUEST FOR PROPOSALS

Title: CONSULTING SERVICES: KWANTU SYSTEMS
RFP No: KWANTU 2023
Date of Issuance: 08 August 2023

1. **Background**
   Conservation South Africa (CSA), as a local affiliate of Conservation International (CI), is committed to helping societies adopt a more sustainable approach to development, one that considers and values nature and improves human well-being through the conservation of healthy ecosystems and the goods and services they provide.

2. **Project Overview**
   Conservation South Africa (CSA) is implementing an ecosystem restoration and management project to reduce the vulnerability of targeted villages to extreme weather events such as drought, floods, fire etc. The target villages are located at the Alfred Nzo District Municipality, Bushbuckridge Local Municipality and the Namaqua District. Within this context, CSA invites all eligible bidders to provide a proposal for the CSA Social Employment Fund (SEF) project.

3. **Terms of Reference, Deliverables and Deliverables Schedule**
   Conservation South Africa is looking for a consultant to provide systems and process support (including systems and process set-up, initial and ongoing training and user support) for the Kwantu system on the CSA Social Employment Fund project. In addition, the consultant will be required to provide project management support together with the CSA SEF project manager. The duration of this consulting assignment is expected to be 10 months from contracting, ending 31 May 2024.
   For additional details, please refer to Attachment 2.

4. **Submission Details**
   a. **Deadline**: Proposals must be received no later than **18 August 2023** by no later than **18h00 (SAST)**. Late submissions will not be accepted. Proposals must be submitted via email to csaprocurement@conservation.org. All proposals are to be submitted following the guidelines listed in this RFP.
   b. **Validity of bid**: 90 days from the submission deadline
   c. **Clarifications**: Questions and requests for clarification to this RFQ must be submitted in writing to csaprocurement@conservation.org by no later than 15 August 2023 at 16h00 (SAST). The subject of the email must contain the RFP number. Responses to questions that may be of common interest to all bidders will be posted to the CSA website and/or communicated via email.
d. Amendments. At any time prior to the deadline for submission of proposals, CSA may, for any reason, modify the RFP documents by amendment which will be posted to the CSA website and/or communicated via email.

5. **Minimum Requirements**

a. A Valid tax clearance certificate  
b. Thorough knowledge and working experience of the Kwantu system  
c. Experience working with or for a SIP on a Social Employment Fund Project in a project management or similar capacity, requiring end-to-end understanding of the payroll and reporting process on the Kwantu system  
d. Demonstrated use of advanced Excel skills and experience with data analysis and interpretation  
e. Located in South Africa with the ability to support remote and distributed landscapes across CSA’s areas of operation – this assignment will require travel to these areas  
f. Demonstrated project management experience and ability to carry out projects on time with strict adherence to deadlines  
g. Exceptional organizational skills  
h. Ability to communicate fluently in English and at least one additional official South African language  

Preference will be given to applicants with SEF experience during the last 18 months and who are able to commence work immediately.

6. **Proposal Documents to Include**

a. Signed cover page on bidder’s letterhead with the bidder’s contact information.  
b. A Valid BEE certificate or an Affidavit  
c. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)  
d. Technical Proposal.  
   i. Corporate Capabilities, Experience, Past Performance, and 2 client references. Please include descriptions of similar projects or assignments and at least two client references. Please indicate past SEF experience, including project start and end dates.  
   ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).  
   iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference  
e. Financial Proposal. Total contract price must not exceed R160 000 including VAT. Applicants to use their discretion to guide distribution of contract price over the full period. Offerors shall use the cost proposal template (Attachment 3).  

7. **Evaluation Criteria** In evaluating proposals, CSA will seek the best value for money considering the merits of the technical and costs proposals. Preference will be given to applicants with SEF...
experience during the last 18 months and who are able to commence work immediately. Proposals will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
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<tbody>
<tr>
<td>Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?</td>
<td>20</td>
</tr>
<tr>
<td>Does the bidder’s past performance demonstrate recent proven experience doing similar work?</td>
<td>10</td>
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<tr>
<td>Does the bidder and the proposed personnel have the specific technical expertise for the assignment</td>
<td>10</td>
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<tr>
<td>Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment and do not exceed the available budget.</td>
<td>40</td>
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<tr>
<td>If short listed, is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</td>
<td>20</td>
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<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>10 August 2023</td>
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<tr>
<td>Clarifications submitted to CI</td>
<td>15 August 2023</td>
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<tr>
<td>Clarifications provided to known bidders</td>
<td>16 August 2023</td>
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<tr>
<td>Complete proposals due to CI</td>
<td>18 August 2023</td>
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<tr>
<td>Presentations by short listed candidates</td>
<td>By 24 August 2023</td>
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<tr>
<td>Final selection</td>
<td>By 29 August 2023</td>
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9. Resulting Award CSA anticipates entering into an agreement with the selected bidder by the latest **01 September 2023**. Any resulting agreement will be subject to the terms and conditions of CSA’s Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CSA to execute a contract, nor does it commit CSA to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CSA reserves the right to reject any and all offers, if such action is considered to be in the best interest of CSA. CSA will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

10. Confidentiality All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation
process. This includes but is not limited to price quotations, cost proposals and technical proposals. CSA may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CSA’s evaluation results are confidential and applicant scoring will not be shared among bidders.

11. **Code of Ethics** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI’s Code of Ethics (the “Code”) provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

12. **Attachments:**

   Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
   Attachment 2: Terms of Reference
Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. KWANTU FY24

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. CI’s Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI’s Code of Ethics, we certify:
   a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:
   a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.

   b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:
   a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror’s business.

   b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
d. We have not engaged in any collusion or price fixing with other offerors.
e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”.

Name: _____________________________________________

Signature: ___________________________________________

Title: _______________________________________________

Date: _______________________________________________
Attachment 2: Terms of Reference

Background
Conservation South Africa (CSA), as a local affiliate of Conservation International (CI), is committed to helping societies adopt a more sustainable approach to development, one that considers and values and improves human well-being through the conservation of healthy ecosystems and the goods and services they provide. CSA has offices in Johannesburg, Cape Town, Springbok, Matatiele and Hoedspruit.

Terms of Reference, Deliverables and Deliverables Schedule
Conservation South Africa is looking for a consultant to provide systems and process support (including systems and process set-up, initial and ongoing training and user support) for the Kwantu system on the CSA Social Employment Fund (SEF) project.

In addition, the consultant will be required to provide project management support together with the SEF project manager. This duration of this consulting assignment will be until 31 May 2024.

The successful service provider will work closely with the SEF Project Office and the relevant Landscape and department Managers ensure the smooth and impactful implementation of this project across the CSA landscapes for approximately 1300 participants.

This assignment will require travel to areas of project implementation.

The service provider should be able to:
- Set up the Kwantu system in a way that meets the requirements of the IDC and SEF project, but also works practically for CSA
- Provide initial and ongoing training on the Kwantu system and associated processes across all landscapes, and in person when required
- Provide ongoing user support on the Kwantu system, across all landscapes and in person when required
- Specifically, work with the SEF project manager and the Landscape to put system processes in place to enable the timeous submission of the monthly payrolls for participants.
- Specifically, work with the SEF project manager and the Landscape to put system processes in place to ensure the timeous submission of reports
- Recommend processes for and assist with the management of leave and sick leave for participants
- Assist with SEF project management when the need arises
Attachment 3: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes, and must not exceed R160,000 (including VAT). Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in ZAR.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Cost Component (example only)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit of measure (day, month etc)</th>
<th>Total period of engagement</th>
<th>Unit cost/ rate</th>
<th>Total Cost for the Period</th>
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<tbody>
<tr>
<td>Consultant 1</td>
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<td>Consultant 2</td>
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<tr>
<td>Sub-total Personnel</td>
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<tr>
<td>Travel Costs (specify)</td>
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<tr>
<td>Other related Costs (please specify)</td>
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<tr>
<td><strong>Total Cost of Financial Proposal</strong></td>
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