Request for Proposals

Title: Participatory Coastal/Marine Spatial Planning in the Greater Bazaruto Key Biodiversity Area, Mozambique

RFP No: AFFD/003/2023

Date of Issuance: 14th July, 2023

1. Background

Conservation International (CI) protects nature for the benefit of humanity. Through science, policy, fieldwork, and finance, we spotlight and secure the most important places in nature for the climate, biodiversity, and for people. With offices in 30 countries and projects in more than 100 countries, CI partners with governments, companies, civil society, Indigenous peoples, and local communities to help people and nature thrive together.

In Africa and Madagascar, we work to better understand Africa’s Ocean ecosystems and services, protect and restore coastal and marine ecosystems, promote sustainable fisheries and inclusive sustainable blue economies, enhance coastal protection, and maintain and increase carbon sequestration.

At a meeting hosted by the Mozambique Government’s National Administration of Conservation Areas (ANAC) in March 2023, the Director General of ANAC requested the support of CI and our partner African Parks to strengthen protection of two marine Key Biodiversity Areas (KBAs) in Inhambane Province: the Greater Bazaruto KBA and Tofo KBA. The Greater Bazaruto KBA encompasses the Bazaruto Archipelago National Park (BANP), which is co-managed by ANAC and African Parks, but is otherwise undesignated. Tofo KBA does not have any formal designation. However, the Government of Mozambique has integrated both these KBAs into the national marine spatial plan, approved by the Council of Ministers in 2022.

The proposed assessment will initially focus on the Greater Bazaruto KBA, including the BANP, but a follow-on project may cover the Tofo KBA and other coastal areas of Inhambane Province.
2. **Project Overview**

The purpose of the proposed assessment is to inform management planning for Bazaruto Archipelago National Park (BANP) and the Greater Bazaruto KBA in Inhambane Province, Mozambique.

Stakeholder participation in coastal/marine use mapping and spatial planning is essential to increase ownership and commitment and ensure that all relevant information is considered.

African Parks already has a good understanding of the spatial distribution of key ecosystems, such as coral reefs, seagrass beds, mangroves, in the Greater Bazaruto KBA, but information about who is using ecosystems resources and how is lacking.

The assessment will be implemented using participatory geospatial methodologies to incorporate local communities’ understanding of the spatial distribution of resources and use patterns, following methods similar to those developed and applied by Käyhkö et al. (2019).

The assessment will be implemented in partnership with ANAC and African Parks and with technical advice from the Finnish Environment Institute (Syke).

3. **Terms of Reference, Deliverables and Deliverables Schedule**

**Objectives**

The specific Objectives of the proposed assessment are:
- to provide information on the location of areas that island and mainland (both rural and urban) communities and other key stakeholders (e.g., tourism operators, semi-industrial fishers) consider provide important resources and services;
- to provide information on how these important sites are being used and by whom;
- to provide information on which types of use are considered sustainable and compatible vs in conflict;
- to provide information on the possible conflicts between different types of land and sea use;
- to provide information on how local communities see this situation changing over the next 10 years (including any alterations in distribution/use patterns that
they are already seeing as a consequence of climate or other environmental change) and whether they evaluate these changes as opportunities or threats to their livelihoods;

• to provide recommendations for possible solutions to actual or potential conflicts.

This information will be incorporated into the management planning process for Bazaruto Archipelago National Park (BANP) and evaluation of options for safeguarding the Greater Bazaruto KBA and into the broader national marine spatial planning process being led by the Ministry of the Sea (MIMAIP).

Approach

The assessment will be conducted through a series of workshops that each provide for separate discussions with rural and urban inhabitants of the islands within the BANP and the mainland. Within each of these groups, separate discussions should also be held with older men, older women, younger men and younger women. It will also be important to capture input from both resident fishers and migratory fishers, and from fishers that use various types of gear (including both artisanal gears, artisanal vessels with/without engines, and semi-industrial and industrial fishing vessels); and from the main tourism operators using coastal/marine resources (e.g., dive operators). The assessment team may propose further disaggregation as appropriate.

Methods


As a matter of protocol, the assessment team should start by meeting with key stakeholders, including relevant departments of the Inhambane provincial government, national and international conservation organizations (e.g., IUCN, Ocean Revolution), to explain the assessment purpose and plan and seek input (including data) and advice.
The assessment team should compile and review relevant documents, reports and maps providing information on:

a. coastal bathymetry;
b. the distribution of coastal/marine ecosystem or habitat types;
c. prevailing current patterns;
d. key fishery species (including crustaceans etc.)
e. essential fish habitat (including important nursery areas for key fishery species);
f. main fishing grounds and estimates of harvested biomass for key fishery species;
g. information on fishery-related maritime traffic: commonly used fairways and respective reef passages and landing sites;
h. other key ecosystem/habitat areas that provide valued resources or ecosystem services.
i. Other human activities taking place in the study area, including maritime traffic, tourism, aquaculture, yachting (marinas, fairways).

All spatial data should be digitized in GIS format, to be placed on maps and used in subsequent assessment.

The assessment team should list all relevant stakeholder groups/individuals, decide which of them will be approached, and plan the types of interaction that give most relevant information for the assessment. This should include all seven communities within the BANP, as well as all the main tourism operators (the latter could be done as a group).

The assessment team should then conduct a series of workshops to capture local knowledge in map form. Workshops with (A) representatives of local communities and (B) representatives of relevant local authorities, local NGOs, and additional experts in protected areas management, fisheries management, tourism, coastal planning etc. will be held separately Proposers are invited to identify the number and location of workshops required.

At the workshops, the assessment team should provide an introductory presentation explaining the purpose of assessment and planned end uses.

For workshops with local community representatives, the assessment team should then provide high-resolution satellite images of the Greater Bazaruto KBA (or a relevant subsection) on paper maps covered with transparent plastic and then invite participants to identify key areas for ecosystem resources and services (as per d – g above) using coded stickers and markers; indicate how these ecosystems are
being used and by whom. The assessment team should agree in advance what coded stickers etc. to use for the various types of ecosystem uses so that a common approach is used in all workshops, but maintain flexibility to capture any additional relevant information provided. Following the workshops, the assessment team should convert the spatial data into digital form.

In follow-up workshops, local community representatives may indicate whether these uses are compatible or in conflict; explain how they see these use patterns changing in the next 10 years; and provide recommendations for possible solutions to actual or potential conflicts.

For workshops with local government officials and additional experts, the assessment team should then provide high-resolution satellite images of the Greater Bazaruto KBA (or a relevant subsection) on laptop computers and invite participants to identify key areas for ecosystem resources and services (as per d – g above); indicate how these ecosystems are being used and by whom; indicate whether these uses are compatible or in conflict; explain how they see these use patterns changing in the next 10 years; and provide recommendations for possible solutions to actual or potential conflicts. The assessment team should agree in advance what symbols to use for the various types of ecosystem use, but maintain flexibility to capture any additional relevant information provided.

In each workshop, substantial time should be allocated to a review of the results and participatory discussion of possible solutions to actual or potential conflicts. Each group should be asked to identify their preferred solutions as an input to discussion involving all participants. This discussion should be carefully facilitated to ensure that all voices are heard.

In addition to participatory GIS workshops, the assessment team should organise a number of one-on-one or small group interviews with relevant stakeholders. A structured list of questions pertaining to usage of the land and sea area, and possible conflicts, should be posed to all interviewees. Room should also be left for unstructured discussion, the results of which will be compiled separately.

Following the workshops and interviews, the assessment team should synthesise the spatial data into a number of key activities/uses (see Käyhkö et al. 2019 Table 1, for an example), and collate the information gained from the interviews, with input from an international coastal and marine spatial planning and conservation expert to be contracted by Conservation International.
The assessment team may be invited to revisit the workshop locations to share the resulting synthesized maps and review the results with workshop participants at a later date as part of a separate process (i.e. not included in this Terms of Reference).

**Deliverables**

1. For each workshop, a brief workshop report, including digitized copies of the spatial data.

2. A draft synthesis report, including a brief review of relevant information compiled from previous studies prior to fieldwork, a complete description of the methods, a digital synthesis of the spatial data for the Greater Bazaruto KBA, and a summary of the results, with a focus on identifying possible conflicts between human activities and conservation goals within the study area as well as potential conflicts between human activities that may have implications for conservation goals. Finally, recommendations should be listed for how any opportunities can be maximized and conflicts resolved through the management planning process. The spatial data should, when possible, be presented in a GIS format (e.g., ArcGIS, QGIS) with separate layers for key areas for ecosystem resources and services, users, and actual/potential conflicts. All GIS data should be submitted in electronic format, together with the written assessment report.

3. Following review, a final synthesis report that effectively addresses any comments and suggestions provided by reviewers.

**Timeline**

Final candidate selection will take place by 25 August 2023.

All deliverables should be submitted by 28 February 2024. Proposers are invited to submit a timeline for deliverables within that timeframe.
## Delivery schedule:

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverable</th>
<th>Activities</th>
<th>Acceptance criteria</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brief workshop reports</td>
<td>Plan and conduct workshops in the agreed locations.</td>
<td>Brief workshop reports prepared</td>
<td>30 Oct 2023</td>
</tr>
<tr>
<td>2</td>
<td>Draft synthesis report</td>
<td>Synthesize and analyze results from workshops.</td>
<td>Draft synthesis report prepared</td>
<td>31 Dec 2023</td>
</tr>
<tr>
<td>3</td>
<td>Final synthesis report</td>
<td>Address comments and suggestions from reviewers.</td>
<td>Comments and suggestions effectively addressed.</td>
<td>28 Feb 2024</td>
</tr>
</tbody>
</table>

### Management

Charlotte Boyd (Conservation International) will be responsible for reviewing and confirming the acceptability of all Deliverables.

Charlotte Boyd will share all Deliverables with Evan Trotzuk (African Parks) for review and comment as part of CI’s review process.

African Parks will be also responsible for facilitating logistics in and around BANP, provided that the request for support is reasonable and does not conflict with other operations.

African Parks will also facilitate connections with relevant stakeholders (including local communities and government officials/departments) in the Greater Bazaruto KBA.

Additional technical advice and assistance will be provided by an international coastal and marine spatial planning and conservation expert to be contracted by Conservation International.
4. Submission Details
   a. Deadline. Proposals must be received no later than 5.00 pm on 11th August 2023 (East Africa Time). Late submissions will not be accepted. Proposals must be submitted via email procurementaffd@conservation.org. All proposals are to be submitted following the guidelines listed in this RFP.

   b. Validity of bid. 120 days from the submission deadline

   c. Clarifications. Questions may be submitted to procurementaffd@conservation.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.

   d. Amendments. At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

5. Minimum Requirements
   a. Experience convening stakeholder workshops in southern Mozambique (preferably Inhambane Province)
   b. Experience facilitating participatory research approaches in southern Mozambique (preferably Inhambane Province)
   c. Experience in participatory coastal and marine use mapping and spatial planning, approaches in southern Mozambique (preferably Inhambane Province)
   d. Experience with research or assessments on small-scale fisheries in southern Mozambique (preferably Inhambane Province)

6. Proposal Documents to Include
   a. Signed cover page on bidder’s letterhead with the bidder’s contact information.
   b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
   c. Technical Proposal.
      i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
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 (Section 3).

d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 2).

7. Evaluation Criteria In evaluating proposals, CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?</td>
<td>20 Max points</td>
</tr>
<tr>
<td>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 Max points</td>
</tr>
<tr>
<td>Does the bidder’s past performance demonstrate recent proven experience doing similar work?</td>
<td>20 Max points</td>
</tr>
<tr>
<td>Does the bidder and the proposed personnel have the specific technical expertise for the assignment?</td>
<td>20 Max points</td>
</tr>
<tr>
<td>Are the proposed costs reasonable and realistic, reflecting a solid understanding of the assignment?</td>
<td>20 Max points</td>
</tr>
</tbody>
</table>

8. Proposal Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>14 July 2023</td>
</tr>
<tr>
<td>Questions submitted to CI</td>
<td>24 July 2023</td>
</tr>
<tr>
<td>Clarifications provided to known bidders</td>
<td>31 July 2023</td>
</tr>
<tr>
<td>Complete proposals due to CI</td>
<td>11 August 2023</td>
</tr>
<tr>
<td>Final selection</td>
<td>25 August 2023</td>
</tr>
</tbody>
</table>

9. Resulting Award CI anticipates entering into an agreement with the selected bidder by 1 September 2023. Any resulting agreement will be subject to the terms and
conditions of CI’s Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI. CI 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. CI 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. CI’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.

12. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
Attachment 2: Cost Proposal Template
Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. XXXXXXX

UEI Number (if applicable): XXX-XXXXXXX

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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: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. 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 US Dollars (USD).

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 Deliverable

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Price (Lump Sum, All Inclusive)</th>
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<tbody>
<tr>
<td>Insert deliverable 1 from Section 3 or attached TOR</td>
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<tr>
<td>Insert deliverable 2 from Section 3 or attached TOR</td>
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<tr>
<td>Insert deliverable 3 from Section 3 or attached TOR</td>
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<td>Insert deliverable 4 from Section 3 or attached TOR</td>
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<tr>
<td>Insert deliverable 5 from Section 3 or attached TOR</td>
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</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant 1</td>
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<tr>
<td>Consultant 2</td>
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<tr>
<td>Sub-total Personnel</td>
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<tr>
<td>Travel Costs (if applicable)</td>
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<tr>
<td>Other related Costs</td>
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<td>(please specify)</td>
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<tr>
<td>Total Cost of Financial</td>
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<tr>
<td>Proposal</td>
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