1. Background

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

Collaboratively with farmers, CSA, and experts, we seek expertise in developing comprehensive Grazing Guidelines providing guidance on management of the rangelands within the Leliefontein Commonage, considering that it is an open grazing system with no fencing, but that animal movement may be guided by shepherds. The Grazing Guidelines should:

a. indicate appropriate seasons, system, and extent of grazing for the following vegetation types: Namaqualand Granite Renosterveld, Kamiesberg Granite Fynbos, Namaqualand Klipkoppe and Namaqualand Blomveld.

b. Assess the use of kraaling as a measure of protecting livestock from predators and explore the application of kraaling in a manner which would not result in extensive (>50% area) dung coverage and thus methane and nitrous oxide emissions

c. Advise on season and extent of grazing wetlands to manage biodiversity and water.

d. indicate an up to date carrying capacity for the area, and source material, expressed in small-stock units;

Such guidelines would enable communal livestock farmers to farm in a manner which preserves and restore their rangelands, while ensuring excellent quality, healthy animals which can contribute to food security, good livelihoods and build resilience against the impacts of climate change.

2. Project Overview

CSA has rolled out a Conservation Stewardship Program with communal livestock farmers on the Leliefontein Commonage for 12 years. Through this program, farmers have organized, their capacity was built, their resilience against the impacts of climate change increased, erosion on rangelands were restored and pressure on the rangelands decreased through sales. Grazing Guidelines, developed collaboratively with communal livestock farmers and experts, will enable sustainable use of their resource into perpetuity.
3. **Scope of Work, Deliverables and Deliverables Schedule**

**Scope of Work:**
- Produce a desktop study collating existing guidelines, studies, and data to present an overview of the Leliefontein Commonage, its biodiversity, water features, vegetation types, land-uses,

- Conduct a workshop with representatives from 10 village’s livestock farmers, preferably representing an organized farmers group, and in the villages where CSA holds agreements, with representatives from conservation agreement signatory organizations. Experts on the Kamiesberg vegetation types as well as the commonage official of the Kamiesberg Municipality, must be included in the workshop. Using the results of the desktop study as background, supplemented by input from communal livestock farmers and experts, develop draft Grazing guidelines.

- Obtain additional input to the draft from staff, notably the Science Communication Associate, Science Director, and Conservation Impact (monitoring) Senior Manager.

- Conduct a workshop, presenting the Draft Grazing Guidelines to attendants as per previous point, obtain input to refine it and develop a Final Grazing Guidelines

- Through a process of advertisement and selection, train one trainer per village, in the use of the Grazing Guidelines.

- Oversee one training event with all trainers present, providing input and guidance on the best training methods.

**Deliverables**
- A desktop study collating existing guidelines, studies, and data to present an overview of the Leliefontein Commonage, its biodiversity, water features, vegetation types, land-uses, and provisional grazing recommendations

- Draft Grazing guidelines, in both an Afrikaans and English version, collaboratively developed with communal farmers, the commonage official and experts, as well as CSA staff

- Final Grazing guidelines in both an English and Afrikaans version, including land use plans, maps, and monitoring plan (integrated into CSA’s GIS-based Rangeland Explorer) Training workshop report for training trainers to train farmers in applying the Grazing Guidelines

- A Report with recommendations and observations of trainers delivering on training event.

- The total available budget should not exceed R150 000, including VAT

- Service providers that select to visit the area will be required to arrange logistics with the CSA Liaison prior to data collection.

**Delivery Schedule**

Page: 2 of 8
Template Date: July 2021
Owner: Finance, Grants and Contracts Unit
4. Submission Details
   a. Deadline. Proposals must be received no later than Friday, 18 February 2022, at 16:00. 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. 30 days from the submission deadline

   c. Clarifications. Questions may be submitted to mgardiner@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. CSA 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. If 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
   • The service provider must be suitably qualified to undertake the development of the Grazing Guidelines with relevant knowledge and skills

   • Relevant knowledge includes experience or postgraduate degree in agriculture, conservation biology, or applied ecology; and skills include the development of practical land use and grazing plans, monitoring (simple field methods and use of the GIS-based Rangeland Explorer to be supplied) and maps, as well as skills in communicating learning materials and workshop facilitation

   • Have a proven record of accomplishment of producing high quality materials like the Grazing Guidelines

   • Have experience in training and workshop facilitation

   • Familiarity with GIS (Geographic Information Systems) will be an advantage

   • Familiarity with the Northern Cape province and rural development context in South Africa will be an advantage

   • Fluency in Afrikaans is essential
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 (Curriculum Vitae) 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 Scope of Work (indicate Section 3 or Attachment 2). (Add specific requirements needed in the Technical Proposal here. Include page limit if appropriate)
   d. Financial Proposal. 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. Proposals will be evaluated using the following criteria:

   (The evaluation table below is a sample only. Add to or adjust the Evaluation Criteria below and associated scoring to fit the assignment. Adjust the scoring to match your needs. It should be as detailed as needed to ensure the best proposal is selected. It may include, for example, evaluation of individual personnel qualifications, specialized knowledge, etc.

   Proposals will be evaluated ONLY against the Evaluation Criteria in the RFP (no other evaluation criteria may be considered for selection).

<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>30 %/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>15%/ 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>Cost: Costs proposed are reasonable and realistic, reflecting a solid understanding of the assignment.</td>
<td>15% Max points</td>
</tr>
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8. Proposal Timeline

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>31 January 2022</td>
</tr>
<tr>
<td>Clarifications submitted to CSA</td>
<td>9 February 2022</td>
</tr>
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9. **Resulting Award** CSA anticipates entering into an agreement with the selected bidder by 28 February 2022. 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 all offers, if such action is 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. 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. C 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 CSA’s Code of Ethics. Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CSA’s Code of Ethics (the “Code”) provides guidance to CSA employees, service providers, experts, interns, and volunteers in living CSA’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 CSA via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).