REQUEST FOR PROPOSAL (RFP)
Management Plan for Protected Area in the West Bank

Dear Sir/Madam,

Jerusalem, 21 February, 2013

1. The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) is seeking qualified Consulting Firms to provide services in respect of Protected Areas Planner and Management Plan as detailed in this RFP. Eligible Offerors are invited to submit a quotation in accordance with the terms and conditions included in this Solicitation Document.

2. Offerors shall prepare two copies of the Proposal, clearly marking each “Original Proposal” and “Copy of Proposal” as appropriate. In the event of any discrepancy between them, the original shall govern.

3. It is required that proposals shall be submitted in two separate sealed envelopes, one containing the technical proposal and one the financial proposal. Both Envelopes shall be sealed in one outer envelope.

4. The outer sealed envelope shall be delivered to the below address no later than 10 a.m. (Jerusalem time) on 13 March 2013.

   United Nations Development Programme (UNDP / PAPP)
   4A Ya’qubi Street
   PO Box 51359
   Jerusalem
   Tel: 02-6268200

The outer envelope shall be clearly marked as follows:
Mr. Khaled Shahwan
Deputy Special Representative
(Operations) – UNDP/PAPP
“RFQ-2013-70: Management Plan for Protected Areas”

Late Proposals will be rejected.

5. Any request for clarification related to this RFP should be submitted in writing to proc3.papp@undp.org no later than 28 February 2013. Answers to any clarifications received will be posted on 5 March 2013 on www.undp.ps/en/aboutundp/forms.html

Sincerely Yours,

Khaled Shahwan
Deputy Special Representative
(Operations) – UNDP/PAPP

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Revised Jan 2012
TERMS OF REFERENCE

1. BACKGROUND

Palestine is very vulnerable to critical environmental threats and challenges such as lack of control over limited natural resources, inefficient environmental management systems, inadequate implementation of environmental policies and strategies as well as insufficient regulatory framework and weak enforcement of the environment law. The environment governance is not effective yet due to overlapping roles and responsibilities of sector agencies and lack of inter-agency coordination in planning, monitoring and enforcement.

On June 2010, UNDP has received a grant from the Swedish International Development Agency "SIDA" to support Environment Quality Authority "EQA", known as MEnA now, in improving environment monitoring compliance and enforcement of the environmental law in Palestine. The major theme is capacity building with focus on monitoring and enforcement.

The project phase I, 2010-2012, and the bridging year of 2013 intend to enhance MEnA’s capacity for better environmental protection through improving the regulatory framework, environmental planning and monitoring. It will particularly support improving environmental monitoring and enforcement through development of bylaws, monitoring manuals, and building technical capacities in monitoring and enforcement.

The project is in line with the environment sector strategy and will contribute to achieving the 2011 – 2013 Environment Sector Strategy objectives of a) Palestinian natural resources are managed in sustainable manner, and b) the institutional and legal environment framework is strong and effective. It is also in consistent with PAPP development for freedom: consolidated plan of assistance for years 2012-2014 to strengthening environment governance in Palestine through enhancement of the capacities of environment sector agencies.

2. RATIONALE

Palestine is composed of two separate landmasses, the West Bank (5879 km²) and the Gaza Strip (378 km²), covering a total area of 6,207 km². Despite its relatively small size, the geographical position of the (PT) in the Fertile Crescent, a land bridge between Eurasia and Africa, coupled to a highly diversified geomorphology and topography, have resulted in significant levels of biological diversity. The Floristic diversity in Palestine (Opt) is estimated at 2,076 plant species, a list of very rare, endemic plant species, so far recorded in the West Bank.

The avifaunal component of biodiversity is of global significance due to the region’s location on the edge of the great Sahara-Sindian desert belt and its role as a crucial stopover and flyway for migratory bird. The number of recorded species in Palestine has recently been estimated at 470 species. The number of mammal species in geographical Palestine is estimated at 95 species. Most of the higher mammals are reported as globally threatened or endangered in the IUCN Red Data
Book, and 5 are considered extinct. Palestine also supports over 93 species of reptiles and 7 species of amphibians. The overall trend for biodiversity resources in the West Bank and Gaza appears to be marked by intensifying anthropogenic pressures, leading to rapid biological degradation mainly attributed to the development of infrastructure, including Israeli settlements. Other key causes of habitat degradation and biodiversity loss include liquid and solid pollution, unplanned and excessive pumping and drainage of water for irrigated agriculture, mining, heavy woodcutting, overgrazing and illegal hunting.

3. OBJECTIVES OF THE ASSIGNMENT:

- To develop a comprehensive management plan for a selected protected area (the selection will be made by MEnA), including but not limited to developmental needs and investment plans; which will be a cornerstone of the national protected areas system management in Palestine;
- To conduct a survey for the biodiversity resources comprehensively (Flora, Fauna, Birds) for the selected protect area.
- To investigate the major pressures and threats facing the selected protected area management and conservation, how to overcome these pressures and threats to decrease the biodiversity loss and restore the protected area to its natural balance as possible;
- To assess the national, institutional and individual capacity building needs for nature conservation and protected areas management and identify gaps in the policy, planning and legislative framework for the protected areas and make recommendations on how to address these gaps.

4. SCOPE OF WORK:

Under this contract, the Consulting Firm will carry out the following activities:

First: Literature review of the available MEnA reports on biodiversity conservation and protected areas management. NBSAPP, national action plans related to biodiversity conservation and protected areas.

Second: Investigating the main targets for the selected protected area management and biodiversity conservation to enhance adaptive management interventions and develop the current situation and restoring the threatened sites. In addition, recommend all the components of the selected protected area management system, guidelines that should be implemented in the short and long terms by all partners. To achieve this, the Consulting Firm is expected to:

- Meet with key players in biodiversity and protected areas sector.
- Review all relevant documents, i.e. MEnA reports, NBSAPP, EIA policy, available draft guidelines and other related documents and define all possible gaps.
- Recommend all the components of the protected areas and biodiversity conservation and sustainable use systems which includes, but not limited to, standards and by-laws,
procedures and manuals, equipments, software, human resources, training and awareness programs

- Prepare a list of all required conservation, monitoring and enforcement tools (hardware and soft components)
- Discuss the outcomes with MEnA staff management and agree on the steps forward.

**Third:** Conduct a survey of the biodiversity resources including fauna, flora ...etc.

**Fourth:** Build a positive and productive imagination of the relationships between the official protected areas partners and stakeholders within the protected areas landscape concentrating on the private land owners.

**Fifth:** Develop recommendations for needed activities and measures for the selected protected area expansion, conservation, rehabilitation and management.

5. **RESPONSIBILITES OF UNDP:**

The contract will be made by and with UNDP/PAPP. The work will be facilitated by MEnA. Offices will be also provided by MEnA. Payments will be made after approval of UNDP Program Manager

6. **DELIVERABLES:**

- A comprehensive and detailed management plan for the targeted protected area as a cornerstone of the national protected areas system.
- Report on the field surveys on biodiversity of the targeted protected area including the socio economic aspects for the communities responsible for the protected area are finalized and assessed perfectly.
- Investment plan for the targeted protected area.

7. **REPORTING DELIVERABLES:**

1. Inception report that describes the methodology and the detailed workplan
2. Survey report on the biodiversity resources.
3. Final completion report that includes the management plan, investment plan, the results of the survey and recommendations on possible follow up actions.

8. **DURATION OF THE ASSIGNMENT**

The contract will be valid upon signature and expires on 31 July 2013 unless extended by mutual agreement.
9. PAYMENT TERMS:

Payments are based upon output, i.e. upon delivery of the services specified in the TOR:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>% Payment</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon approval of inception report</td>
<td>15 %</td>
<td>End of March, 2013</td>
</tr>
<tr>
<td>Upon submittal of the survey report on the biodiversity resources</td>
<td>50 %</td>
<td>End of May, 2013</td>
</tr>
<tr>
<td>Completion of final report which includes the management plan, investment plan, the results of the survey and recommendations on possible follow up actions.</td>
<td>35 %</td>
<td>Mid July, 2013</td>
</tr>
</tbody>
</table>

All payments will be issued upon certification of UNDP Project Manager.

10. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The team should include at least two core staff that has the following qualifications:
A master university degree in land conservation, protected areas management, biodiversity, natural resource management, wildlife management, or similar fields.
At least 10 years practical experience in protected area management and conducting biodiversity surveys.
Extensive experience in the management of community-based conservation and conducting field surveys.
Significant supervisory experience.
Experience of working in a multi-cultural environment and with key regional and international institutions like IUCN.
Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural, and multilingual organization.
Proficiency in the use of data management systems for protected areas (especially spatial data software such as GIS and MIST systems)
Coaching and capacity building/development capabilities who can work independently in remote areas.

11. TECHNICAL PROPOSALS

The technical proposal shall describe the approach and methodology that will be applied by the Consulting Firm to meet the objectives and scope of the assignment.

A narrative of proposed actions and strategies of reaching the expected results and a detailed work-plan with separate lines for each proposed action and corresponding timeframes are requested. The timeframe should be represented on a month-by-month basis. The profile
indicating the management structure, number of staff, core areas of expertise and experience that includes environment and past success on implementing similar projects. The proposal should demonstrate responsiveness to the specification mentioned in the TOR, by identifying the specific components proposed, addressing the requirements, as specified, point by point; and demonstrating how the proposed methodology meets or exceeds the specifications. Focus should be made on the following:

a) Well-structured methodology combined with detailed workplan that includes clear benchmarks
b) Company Profile including description of company facilities;
c) List of relevant projects undertaken within the last five (5) years;
d) Contact of three (3) previous clients that can be used for reference purposes to whom a project has been completed in a similar size and scope as this assignment.
e) Staffing Plan and profile of each staff included in the plan. A matrix should be provided to show which staff will work on what activities and for what duration.
f) CV's of the core staff members who will participate in conducting the assignment

The proposal shall be valid for a minimum of 120 days from the date of bid closing and shall be duly signed by the official representation of the Consulting Firm and stamped.

12. FINANCIAL PROPOSALS

The offeror is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP. The financial proposal shall specify a total lump sum amount all-inclusive for the provision of the requirement.

The lump sum amount shall be broken down to show the following level of detail:
- Daily rates of staff
- Administrative costs
- Overhead and profit
- Man rate per hour
- Any other applicable costs

13. EVALUATION

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposals prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score (70%) in the evaluation of the technical proposals. The technical proposals are evaluated on the basis of its responsiveness to the Terms of Reference (TOR).
Technical Proposal Evaluation

<table>
<thead>
<tr>
<th></th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staffing</td>
</tr>
<tr>
<td>2</td>
<td>Previous experience</td>
</tr>
<tr>
<td>3</td>
<td>Methodology</td>
</tr>
<tr>
<td>4</td>
<td>Adequacy of work plan and staff distribution</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

Evaluation form for the technical proposals is presented below. The obtainable number of points specified for each evaluation criterion indicates the relative significance of weight of the item in the overall evaluation process.

Technical Evaluation Criteria

<table>
<thead>
<tr>
<th>FORM 1</th>
<th>Staffing</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Experience of the assigned team leader</td>
<td>28</td>
<td>7</td>
</tr>
<tr>
<td>b</td>
<td>Descriptions of roles and responsibilities of each staff member</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>c</td>
<td>Relevance of experience of the core team who will prepare the management plan</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>d</td>
<td>Is overall staffing plan sufficient to undertake TOR?</td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

**FORM 2: Previous Experience**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FORM 2</th>
<th>Previous Experience</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Does the organization profile reflect the requirements of the TOR?</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Do projects undertaken in the past relate to the TOR?</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Previous assignments with environmental management, protected areas management and biodiversity surveys</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Reputation of organization and staff (competence and reliability)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**FORM 3: Methodology**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>FORM 3</th>
<th>Methodology</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Clearly illustrates how the work plan will be implemented to cover all required elements</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Clearly illustrate how the survey will be conducted</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Clearly illustrate how the management and investment plan will be developed and participatory approach will be followed</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Survey/assessment tools and methods</td>
<td>5</td>
<td></td>
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</tbody>
</table>

**FORM 4: Adequacy of Workplan and Staff**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FORM 4</th>
<th>Adequacy of Workplan and Staff</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Clear bench marks</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Clear and reasonable timeframe</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Clear input of each individual team member</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Clear linkage between activities and deliverables</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
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In the Second Stage, the price proposal of all Offerors, who have attained the minimum 70% score in the technical evaluation will be opened and evaluated.
14. Award of Contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP’s action.

The UNDP procuring entity will award the Contract to the Offeror who receives the Highest Combined Technical and Financial score.

Only proposals that achieve above the minimum of 70% on the substantive presentation shall be reviewed for competitiveness of fees, in the following manner:

30 points shall be allotted to the lowest total fees proposed among those invited firms which obtain the threshold points in the evaluation of the substantive presentation. All other fees proposals shall receive points in inverse proportion to the lowest total fees; e.g. [30 Points] x [USS lowest total fees]/[USS other] = points for other proposer’s fees.

The General mark or combined score for each proposal will be arrived as follows:
The score of the Technical proposal multiplied by 70% will be added to the Financial Proposal 30%. The offeror whose proposal received the highest combined score will be the successful bidder.

All required information about the project can be provided upon request.