



REQUEST FOR PROPOSALS

**CONSULTANCY FOR DEVELOPMENT OF SOLID WASTE
MANAGEMENT PLAN FOR MAASAI MARA LANDSCAPE**

Table of Contents

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS	3
1.1. INTRODUCTION	3
1.2. SUMMARY	3
1.3. PROCUREMENT PROCESS.....	3
1.4. CONDITIONS	3
1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD	4
1.6. AMENDMENTS TO RFP DOCUMENTS.....	4
1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS.....	4
1.8. LATE AND INCOMPLETE PROPOSALS	4
1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL	4
1.10. VALIDITY OF PROPOSALS	4
1.11. EVALUATION OF PROPOSALS	4
1.12. CONFIDENTIALITY	4
1.13. SUBMISSION REQUIREMENTS	5
PART 2: REQUIREMENTS.....	6
The consultant is expected to deliver the following:	7
a) Inception Report: A detailed plan outlining the methodology, data collection tools, and work plan.	7
b) Draft waste management plan	7
c) Final Mara landscape waste management plan.....	7
d) Presentation: A power point presentation summarizing the key findings and recommendations for stakeholders	7
PART 3: EVALUATION OF PROPOSALS.....	8

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization for Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. MMWCA serves to meet the following strategic objectives:

- 1) Conservancies' governance is strengthened.
- 2) Conservancies and wildlife corridors established and maintained in the Mara ecosystem.
- 3) Regional and National partnerships strengthened to support the growth of the Mara conservancies.
- 4) Communication and coordination across the landscape are enhanced.
- 5) Diversified and resilient revenue models for conservancies established and supported.
- 6) MMWCA's organizational capacity is enhanced to deliver its mission.
- 7) Gender equity is enhanced in the Mara landscape.

As an umbrella body for conservancies in the Mara landscape, currently has 24 member conservancies at different stages of development. The Conservancies are all based on a partnership between the Landowners and Tourism Investors, with the Association playing the coordination role. Landowners in the Mara commit their land to conservation by signing leases and, in turn, get guaranteed income averaging annual revenue paid by the Tourism Investors. As such, the partnership allows the indigenous Maasai community and the tourism operators to earn an income and realize economic development.

1.2. SUMMARY

MMWCA invites your organisation to submit a technical proposal for the development of a solid waste management system for the Maasai Mara Landscape. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- 1) RFP issue date: 8th July 2024
- 2) RFP closing date and time: 19th July 2024, 17:00 EAT
- 3) Estimated contract award date: 25th July 2024

1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD

Proposers are to direct any questions regarding the RFP to the MMWCA contact David Kinanta kinanta@maraconservancies.org and Eric Reson eric@maraconservancies.org . No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 15th July 2024, 17:00 EAT.

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. AMENDMENTS TO RFP DOCUMENTS

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS

Proposers must submit their proposal to MMWCA no later than 18th July 2024, 17:00 EAT by email to: procurement@maraconservancies.org . The subject heading of the email should be ‘RFP for the development of a solid waste management system for the Maasai Mara Landscape by [organizational name].’ Electronic copies are to be submitted in PDF, or MS Word, formats. Proposals must be in English.

1.8. LATE AND INCOMPLETE PROPOSALS

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

1.10. VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

1.11. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

1.12. CONFIDENTIALITY

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

1.13. SUBMISSION REQUIREMENTS

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: 17:00 EAT, July 19th 2024

Proposals should be emailed to: procurement@maraconservancies.org and copy to contact@maraconservancies.org

PART 2: REQUIREMENTS

1. OBJECTIVES

The Maasai Mara landscape is known for its rich biodiversity and holds 25% Kenya wildlife. A surge in human population, fencing, and growth of urban centres, deforestation and solid waste management poses a threat to landscape and wildlife. The growth of urban centres, the increase in population increases generation of solid waste in the landscape. The lack of proper waste management structures and strategy remain a single most challenge in ensuring a waste free and clean landscape. The improper waste management especially from the growing urban centres is a common phenomenon with waste finding their way into existing water bodies and adjacent protected areas including community conservancies and the game reserve. This therefore affects both social, economic and environment wellbeing of people, and wildlife.

In the recent past MMWCA and other partners have organized several clean up exercises aimed at reducing and educating communities on the need for proper waste management and promotion of a healthy living environment. Such efforts have proven inadequate in addressing the solid waste problem in the landscape and calls for more sustainable innovation to address the challenge in the long-term.

To mitigate these challenges, MMWCA in collaboration with the Narok County Government, is actively seeking solutions by identifying and securing waste disposal sites in 3 urban centers namely Aitong, Mararianda and Talek. MMWCA is looking for a consultant to develop a waste management plan for the landscape that would guide MMWCA and its partners in developing and implementing solid waste management interventions in the landscape and further.

2. SCOPE OF THE WORK

The primary objective of this assignment is to conduct an analysis of solid waste management in 3 centers in the Mara landscape, Aitong, Talek and Mararianta and develop a waste management plan for the landscape that would guide MMWCA and other partners in developing and implementing solid waste management interventions.

Specific objectives include:

- To understanding the status of solid waste management in 3 targeted sites (Aitong, Talek and Mararianta) in Mara landscape and provide an analysis of types and sources of solid waste produced.
- To understand the socioeconomic and environmental impacts of current waste management practices in the 3 sampled centers and landscape.
- To develop a comprehensive solid waste management plan for the landscape

2.1. SCOPE OF ASSIGNMENT

The consultant will be responsible for:

- Develop a methodology for data collection, tools and data analysis and plan to engage key actors in order to acquire relevant information on waste management.
- Conducting field visits to meet and engage stakeholders to understand the state/efforts of waste management
- Analyzing data to generate insights on solid waste management practices, stakeholder dynamics, challenges and opportunities.
- Gather baseline data on waste services, behaviors and attitudes related to waste management in Mara landscape.
- Gather baseline data on existing opportunities for the young people (both men and women) and people with disability in waste management space

- Aligns the landscape waste management plan with both county and national waste management plans
- Develop a comprehensive waste management plan, for the landscape within the agreed timeframe.
- Present reports to MMWCA and other stakeholders for validation.

2.2. DELIVERABLES

The consultant is expected to deliver the following:

- a) Inception Report: A detailed plan outlining the methodology, data collection tools, and work plan.**
- b) Draft waste management plan**
- c) Final Mara landscape waste management plan**
- d) Presentation: A power point presentation summarizing the key findings and recommendations for stakeholders**

2.3. DURATION

The successful bidder shall be engaged by MMWCA for a period of 2 months.

2.4. PAYMENT TERMS

A contract of agreement will be issued between MMWCA and the supplier prior to commencing any job.

2.5. APPLICATION REQUIREMENTS

Based on these Terms of Reference, the consultant is expected to submit:

1. Technical proposal detailing:
 - Certificate of Registration /Incorporation
 - CR 12 certificate
 - Valid Tax Compliance certificate
 - Valid Single Business Permit from County Government
 - Dully filled, signed and stamped supplier information form
 - Dully filled, signed and stamped conflict of interest form
 - Technical proposal outlining the approach for developing a waste management plan research design and methodology. The proposal must demonstrate strong ability to achieve program objectives
 - A proposed process and work plan for the exercise with clear timelines.
 - A summary of the most relevant skills and experience of the proposed lead consultant and the consultant(s) together with her/his CV showing relevant previous assignments and clients. (Annex CVs separately).
2. Financial proposal detailing:
 - MMWCA will meet the logistics costs, including transport, accommodation and meeting/conference- related expenses for this assignment. The proposal should therefore cover consultant fee only.

PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on technical expertise. The evaluation will be carried out exclusively based on the weights specified in the table below:

The primary and sub-criteria for the technical evaluation are:

Criteria	Points
Mandatory Documents: <ol style="list-style-type: none"> i. Certificate of Registration /Incorporation (2 Points) ii. CR 12 certificate (2 Points) iii. Valid Tax Compliance certificate (2 Points) iv. Valid Single Business Permit from County Government (2 Points) v. Dully filled, signed and stamped supplier information form (1 Point) vi. Dully filled, signed and stamped conflict of interest form (1 Point) 	10 Points
Technical Capacity <ol style="list-style-type: none"> i. Demonstrate expertise in areas of solid waste management and waste value chain designs (5 Points) ii. Experience in developing waste management plans with evidence of similar work completed – 2 completed assignment of similar nature. Attach Contracts/LPO/LSOs. (5 Points) iii. Experience in designing of waste value chain initiative with evidence of similar work completed - 2 completed assignment of similar nature. Attach Contracts/LPO/LSOs. (5 Points) iv. Experience in conducting waste baseline studies with evidence of similar work completed - 2 Completed assignment of similar nature. Attach Contracts/LPO/LSOs. (5 Points) 	20 Points
Relevant Expertise and Qualifications <p><u>Team Members</u></p> <ol style="list-style-type: none"> i. Bachelor's degree in Environmental Sciences, Environmental Studies, Environmental Engineering or related discipline (2 Points) ii. 2 years of experience in related field preferably in rural areas and/or Narok County (1 Points) iii. Demonstrated experience in solid waste management and environmental management projects (2 Points) <p><u>Lead consultant</u></p> <ol style="list-style-type: none"> i. PhD/Master's degree in Environmental Management or Sustainable Development (5 Points) ii. 5 years of experience in related field preferably in rural areas and/or Narok County (5 Points) iii. Experience in solid waste management and environment management projects. (5 Points) 	20 Points
Proposed Methodology <ol style="list-style-type: none"> i. Detailed understanding of the Terms of References (TOR) / Methodology/Approach and Work Plan on how to undertake the assignment for each task, breakdown of activities, tools and timeline for 	20 Points

carrying out assignment.	
<p>Financial Proposal</p> <p>i. Detailed financial proposal in Kenya Shillings with itemized expenses.</p> <p>The lowest cost proposal will be awarded 30 points. Other cost proposals will be awarded proportionate points as per formula:</p> $Sf = 100 \times Fm/F$ <p>Where; “Sf” is the Financial Score, “Fm” is the lowest price, and “F” the price of the proposal under consideration</p>	30 Points
Total	100 points

The minimum technical score required to pass is: 80%

The contract will be awarded to the proposal with the highest score.

