



REQUEST FOR PROPOSALS

CONSULTANCY FOR A CLIMATE RISK ASSESSMENT STUDY FOR
USAID CONSERVATION OF THE MAASAI MARA LANDSCAPE
(CMML) ACTIVITY

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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 aims to meet the following strategic outputs:

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, MMWCA has 24 member conservancies who are at different stages of development. The Conservancies are mainly supported through 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. The CMML activity aims to secure biodiversity and improve livelihoods in the Mara landscape.

1.2. SUMMARY

MMWCA invites your organisation to submit a technical and cost proposal for the consultancy of climate risk assessment study for USAID conservation of the Maasai mara landscape Activity. 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:

- RFP issue date: 1st August 2024
- RFP closing date and time: 15th August 2024, 17:00 EAT
- Estimated contract award date: 19th August 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 Charles Amenity charles@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 **9th August 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 **15th August 2024, 17:00 EAT** by email to: procurement@maraconservancies.org and copy contact@maraconservancies.org. The subject heading of the email should be 'RFP for the consultancy of climate risk assessment study for USAID Conservation of the Maasai Mara Landscape (CMML) Activity 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, August 15th 2024.

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

PART 2: REQUIREMENTS

1. OBJECTIVES

The Maasai Mara in southern Kenya is an ecologically significant landscape holding about 25% of the country's wildlife and is also home to a pastoralist community of roughly over 200,000. While fairly well protected with a national reserve and assemblages of community conservancies, up to 70% of wildlife species live temporarily outside protected areas or migrate between them. Therefore, there is an urgent need to secure wildlife dispersal areas and migration corridors between protected areas, as they provide genetic viability and give seasonal access to additional grazing, water resources and breeding sites. But securing wildlife habitats also demands enhancing the livelihoods of communities that depend on that same ecosystem. Moreover, other challenges include limited infrastructure, inadequate water access points, lack of a landscape monitoring system hence uncoordinated data collection and absence of ecological monitoring at the conservancy level, and inequity in the distribution of conservancy benefits as women and youth, climate change and lack of access to suitable habitats outside protected areas.

These challenges necessitate an integrated approach for further development and sustainability of the related tourism economy as a major foreign exchange source in Kenya, especially in communal conservancies. So far, half of the ecosystem has been protected, and substantial benefits have been realized through the Mara Conservancies' model. Still, there is an opportunity to scale up interventions to enhance sustainability and optimize impact through strategic partnerships, including the private sector. The Conservation of the Maasai Mara Landscape Program presents an opportunity to build on the foundational work the Maasai Mara Wildlife Conservancies Association and other partners are doing in the landscape while drawing on the unique strengths of various strategic partners.

2. PROJECT OVERVIEW

The CMML activity presents an opportunity to strengthen the partnership between the indigenous Maasai community and the investors in the Mara landscape. The activity aims to accelerate business growth and promote biodiversity conservation. Challenges, including population pressure and climate change, exacerbate the need to invest in and ensure the conservation of the ecologically significant landscape.

3. PURPOSE

The overall purpose of the program is to optimize strategic partnerships and biodiversity programs to achieve, maintain, improve, and sustain biodiversity conservation and build private sector confidence and investment in the Mara landscape by systematically collaborating with the private sector, conservancies, and sub-county levels. It also seeks to complement and strengthen health services—especially related to gender-based violence—alongside conservation activities to achieve greater sustainability

4. EXPECTED OUTCOMES

The program will focus on four broad outcome areas as follows:

- i. Secured and sustained biodiversity through locally-led organizations and strategic partnerships;
- ii. Enhanced economic development and sustainable revenue streams for livelihood sustenance in the Mara region;
- iii. Enhanced gender equality and women empowerment including, but not limited to combatting gender-based violence and female genital mutilation; and
- iv. Promotion of indigenous people's rights.

5. IMPLEMENTING PARTNERS

The program will be implemented by five consortium members: the Maasai Mara Wildlife Conservancies Association (prime implementing partner), Community Health Partners, Mara Elephant Project, Indigenous Livelihood Enhancement Partners and Centre for Rights Education and Awareness.

6. OBJECTIVE

To conduct a climate risk screening and vulnerability assessment for the Maasai Mara landscape to inform planning and implementation of the conservation of Maasai Mara landscape Activity (CMML). To evaluate and guide on how to manage potential climate-related impacts on the CMML project, ensuring its resilience, sustainability, and compliance with regulations while safeguarding USAID's investments and supporting informed decision-making in the Mara landscape.

7. SCOPE OF ASSIGNMENT

Under the guidance of MMWCA and sub-awards teams, The Consultant will deliver the tasks below:

7.1: Scoping

Identify, collect and compile relevant documents, data and information (historical and updated), stakeholders, describe the hazards, vulnerabilities and resulting risks to be assessed. These include:

- Stock-take of past and ongoing risk and vulnerability assessments identifying gaps
- A description of clear climate-related risks to be addressed in the climate risk and vulnerability assessment
- A description of climate risk and its effect to different groups with emphasis on women and children
- Summary of existing baseline data and information and scope of the expansion of the baseline
- Provide details of the assessment methodology to be used in the climate risk screening and vulnerability assessment
- Provide an indicative timeframe, costs and resources to carry out the assessment.

7.2: Climate Risk and Vulnerability Assessment

7.2.1: Describe the existing conditions

- Main hazards and their impacts currently experienced (e.g., heavy rainfall, flooding, drought, destruction to infrastructure, etc.)
- Vulnerability context in which hazards are translated in to impacts i.e., which populations, areas, groups, systems or sectors are most affected by climate hazards, and what are the drivers (e.g., social, economic, geographic, policy, etc.) of their vulnerability?
- The level(s) of adaptive capacity in the relevant populations, groups, systems, sectors, and conservancies. What options are there for effective responses to manage and reduce existing risks, and what are the constraints that prevent action to reduce risk being taken.

7.2.2: Enhance Gender Equity and Women's Empowerment

- The potential future evolution of climate hazards (both sudden-onset and slow-onset). The characterisation of future climate hazards may be based on data from global and regional climate models, down- scaling studies, and/or impact models (e.g., of water resources, livestock production, biodiversity and ecosystems, etc.) Alternatively, this characterisation may employ expert judgment, past analogues (e.g., of extreme events/conditions), statistical techniques (e.g., to examine the impacts of changing means and variability of the occurrence of extremes using historical data as a baseline)
- The potential future evolution of vulnerability, based on reasonable assumptions about how the drivers of vulnerability may change in conjunction with changing economic, demographic, environmental and other conditions.
- The potential future evolution of adaptive capacity, based on changes in access to resources and opportunities, and in constraints on adaptation actions.
- Formulate Mitigation Strategies on identified risks to guide the project in adapting to the changing climate conditions.

8. DELIVERABLES

The key deliverables are:

a) Inception Report detailing the following:

- A comprehensive description of the understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments
- A complete work plan for the assessment
- Draft template containing the Table of Contents for the Climate Risk screening and Vulnerability Assessment Reports
- Results of the scoping stage (3.1 above)

This report will be presented and discussed with the MMWCA and Sub-award teams.

b) A draft climate Risk screening and Vulnerability Assessment Report documenting findings and recommendations as outlined in the scope including facilitating a session to

discuss the contents of the draft report with MMWCA and stakeholders.

9. BUDGET

- The proposal should cover the **consultant's fee and logistics** (Accommodation & transport cost) during the period.

10. DURATION OF THE ASSIGNMENT

- MMWCA expects the consultant to conclude the assignment within **30days** upon Award and submit the Assessment report.

11. QUALIFICATIONS AND EXPERTISE

An individual professional with the following qualifications and skills;

- Relevant degree preferably post-graduate in, Natural Resources Management, Water management, Climate change science or any other related field.
- Sound knowledge on climate risks assessment of biodiversity and livelihood projects.
- Proven skills in participatory research especially FGDs and KIIIs.
- Good analytical, writing and presentation skills.

12. REQUIREMENTS IN RESPONSE TO THE TOR

Statutory Submissions

Bidders that do not submit the following documents will not be considered for evaluation.

Individual Consultant

- PIN certificate/Tax ID
- Tax compliance Certificate

Company

- Company PIN/ Tax ID
- Certificate of Registration
- Tax Compliance Certificate

The following is required from the consultant in response to these terms of reference as a basis for evaluation and choice of the suitable consultant firms/individuals:

- i. Their understanding of these terms of references
- ii. A proposed methodology/approach to deliver on the scope
- iii. A capacity statement with CVs of individuals to be involved in this assignment
- iv. Proof of prior experience in undertaking similar consultancies
- v. A high-level **work plan** with a well-defined timeframe
- vi. A financial proposal embedded in the proposal with a complete cost breakdown
- vii. Statement of demonstrating your availability thought the exercise for individual

consultants.

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: i. A detailed CV and profile of the consultant highlighting relevant experience (2 Points) ii. Individual KRA PIN (1 Point) iii. KRA Tax Compliance Certificate (1 Point) iv. A business registration or Incorporation certificate (1 Point) v. Business Permit (1 Point) vi. Copy of Utility Bill or Lease to confirm existence of the business premises (1 Point) vii. Describe any conflicts of interest that your company may have in entering into a relationship with MMWCA (1 Point) viii. Financial reports for the past two years (2 points)	10 Points
Technical Capacity i. Expertise in Climate change vulnerability assessment <ul style="list-style-type: none">An in-depth understanding of Conservancies (For biodiversity conservation and livelihood improvement)Demonstrated ability to assess Climate risk vulnerability.	30 Points

<p>Relevant Expertise and Qualifications</p> <p><u>Team Members</u></p> <ol style="list-style-type: none"> i. Bachelor's degree in related field (2 Points) ii. 2 years of experience in related field preferably in Arid and semi-arid areas and/or Narok County (1 Points) iii. Demonstrated experience in similar evaluations (2 Points) <p><u>Lead Consultant</u></p> <ol style="list-style-type: none"> i. Master's degree in related field (5 Points) ii. 5 years of experience in related field preferably in Arid and semi-arid areas and/or Narok County (5 Points) iii. Experience in evaluating community livelihoods projects. (5 Points) 	20 Points
<p>Proposed Methodology</p> <ul style="list-style-type: none"> • Clarity of the proposed approach to address Climate risk screening and vulnerability • 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 carrying out assignment. 	10 Points 10 Points
<p>Financial Proposal</p> <ol style="list-style-type: none"> i. Detailed financial proposal in Kenya Shillings with itemized expenses. <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
<p>Total</p>	<p>100 points</p>

The minimum technical score required to pass is: 80%
The contract will be awarded to the proposal with the highest score.