



REQUEST FOR PROPOSALS

**CONSULTANCY FOR TRAINING OF COMMUNITY
RANGERS IN THE 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
2.1 BACKGROUND.....	6
3. The Project objective.....	6
2.2 SCOPE OF THE WORK.....	7
2.3 PAYMENT TERMS	8
2.4 STANDARDS AND GUIDANCE	9
2.5 APPLICATION REQUIREMENTS	9
PART 3: EVALUATION OF PROPOSALS	10

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

1.2. SUMMARY

MMWCA invites Firms or individual consultants to submit financial and technical proposal FOR TRAINING OF COMMUNITY RANGERS IN THE 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:

- RFP issue date: 2nd April 2025
- RFP closing date and time: 15th April 2025, 17:00 EAT
- Estimated contract award date: 21st April 202

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 contacts: procurement@maraconservancies.org or contact@maraconservancies.org No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than **15th April 2025**, 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 APRIL 2025**, 17:00 EAT by email to: procurement@maraconservancies.org . The subject heading of the email should be **'CONSULTANCY FOR TRAINING OF COMMUNITY RANGERS IN THE 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, APRIL 15TH 2025

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

PART 2: REQUIREMENTS

2.1 BACKGROUND

Despite consistent efforts to protect this critical ecosystem, only half of the Mara landscape is secured and the remaining part requires urgent intervention including sensitizing communities, establishing new conservancies, supporting new conservancies' infrastructure and hiring personnel, mainly rangers. So far, there is approximately 600 rangers in the conservancies where only about 10% are female rangers. MMWCA received support from different partners to boost the number of female rangers in the landscape where an initial support is provided aiming at training, housing and a salary for two years targeting 30 female rangers. The respective conservancies will pick up all the expenses after these initial two years.

3. The Project objective

The Maasai Mara Wildlife Conservancies Association (MMWCA) seeks to engage a highly qualified Institution to conduct an in-depth and comprehensive training program for thirty (30) community female rangers in the Maasai Mara Landscape. The training aims to equip the rangers with skills and knowledge necessary to function effectively as Community Wildlife Rangers as defined under *the Wildlife Conservation and Management Act, 2013*. The training will also adhere to modern conservation practices and cover essential topics to enhance ranger capacity in wildlife protection, wildlife, and environment data collection, conservation technologies application (Earth Ranger/SMART), anti-poaching techniques, law enforcement, community engagement and social safeguards as well as overall conservation efforts.

4. Purpose of the assignment.

The primary objective of this training is to provide Community Rangers with the necessary skills and knowledge to effectively protect wildlife, their habitats, and conservancy property. The training will cover various aspects, including—but not limited to—anti-poaching tactics, rangers' discipline, standard operating procedures, gender and human rights, and the use of technology in conservation efforts. The program also aims to foster teamwork, communication, and problem-solving abilities among rangers to ensure cohesive and efficient operations in the field within their conservancies and across the landscape.

2.2 SCOPE OF THE WORK

2.2.1 Specific Objectives

- i. The successful consultancy firm will be responsible for:
- ii. Designing a comprehensible training curriculum tailored to the needs of the community rangers in the Maasai Mara landscape
- iii. Conducting theoretical and practical training sessions for the selected rangers
- iv. Providing all necessary training materials and equipment
- v. Issuing certificates upon successful completion of the training program.

2.2.2 THE COURSE CURRICULUM

The consulting firm will ensure the course curriculum covers key areas such as

- Bushcraft, First Aid,
- Use of Conservation Technology- Earth Ranger,
- Fitness Training,
- Grievance Redress Mechanism,
- Gender and Human Rights,
- General Law & the Wildlife Act,
- Environmental and Social Safeguards Framework,
- General Personal Wellness,
- Radio Communication,
- Wildlife Education,
- Court Procedures,
- Entry and Administration (Reporting and Record-Keeping),
- Tactical Drills & Discipline,
- Human-Wildlife Conflict Management and Mitigation,
- Arrest and Self-defence.

2.2.3 COURSE DELIVERY

- a) Conduct a series of interactive training sessions, combining theoretical knowledge with practical exercises.
- b) Utilize diverse training methodologies, including classroom sessions and field exercises.
- c) Provide training manuals and any necessary equipment for the sessions.

2.2.4 DURATION & LOCATION

The training program is expected to last a minimum of 4 weeks (30 days). The training location and facility should be within the Maasai Mara landscape, and the consulting Firm should meet the accommodation and other logical costs related to the training.

2.2.5 QUALIFICATION & EXPERIENCE

The Consulting firm should have:

- a) Proven experience designing and delivering training programs for wildlife conservation and community rangers.
- b) Expertise in the areas of wildlife monitoring, anti-poaching strategies, and the use of conservation technology.
- c) A team of qualified trainers with relevant educational backgrounds and field experience.
- d) Strong communication and facilitation skills
- e) Ability to engage trainees from diverse backgrounds, especially new ranger recruits
- f) Having already trained and worked in the Mara landscape is an added advantage

2.2.6 DELIVERABLES

- a) A comprehensive training curriculum and materials
- b) Successful training of 30 community lady rangers
- c) Pre-and post-training assessment reports
- d) A final report summarizing the training outcomes, evaluation results, and recommendations

2.2.7 REPORTING LINE

The **successful** firm or Individual consultant will directly report to the Chief Programs Officer.

2.3 PAYMENT TERMS

Payment terms for the consultancy shall be made upon mutual contractual agreement

2.4 STANDARDS AND GUIDANCE

The Firm or individual consultant to perform this task **must** be governed by fundamental ethical principles and with regard to integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards.

2.5 APPLICATION REQUIREMENTS

Based on this Terms of Reference, the Firm or Individual Consultant is expected to submit:

- i. Profile: key staff to be involved in the assessment and their relevant experience outlining:
 - The team leader's credentials (education, relevant experience and relevant certifications)
 - The other team member's credentials (education, relevant experience and other relevant certifications)
 - Demonstrated experience in conducting consultancy for curriculum development and training of rangers (practical and theoretical).
- ii. Proposed Methodology / Approach and detailed Timeline with Deliverables. This should also outline the methods and tools for curriculum and training as well as measuring and monitoring effectiveness of the training.
- iii. A detailed financial proposal which should also cover all logistical costs associated with the training. These costs should be broken down by activity/milestone. It should also clearly identify as a separate amount if any, the local taxes, and other charges imposed under the law on the consultants and their personnel if any.

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:

Category	Criteria	Maximum Points
1. Company Credentials (10 Points)	<ul style="list-style-type: none"> - Valid Company PIN/Tax ID - Certificate of Registration & CR12 - Valid Tax Compliance Certificate 	10
2. Individual Consultant Credentials (10 Points)	<ul style="list-style-type: none"> - Personal PIN Certificate - National Identification Card - Valid Tax Compliance Certificate - Trainer Certification & Accreditation - Specialized Training Certification - Conservation Technology Certification - Kenya Wildlife Service (KWS) Certification - First Aid Certification 	10
3. Technical Proposal (60 Points)	Understanding of Terms of Reference – Demonstrated comprehension and ability to meet the assignment's objectives	10
	Proposed Methodology & Approach – Clear and structured approach to deliverables	15
	Capacity Statement & Key Personnel CVs – Demonstrated expertise and qualifications	10
	Proof of Prior Experience – Evidence of similar assignments successfully completed	15
	High-Level Work Plan & Timeframe – Feasible timeline	10

	and well-structured implementation plan	
1. Financial Proposal (30 Points)	<ul style="list-style-type: none"> - Detailed, itemized budget breakdown - Cost justification and cost-effectiveness - Demonstration of value for money 	30
Total		100