Call for proposal for short term consultancy services to compile a thematic report on coastal and marine tourism in the Benguela Current Large Marine Ecosystem

1. BACKGROUND

The Benguela Current Convention (BCC) is a multi-sectoral organisation established by the republics of Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment, using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). The BCC is the first inter-governmental Convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The vision and objectives of the BCC are pursued through the implementation of a Strategic Action Programme (SAP, 2014-2019). The SAP has set out policy actions to address the priority transboundary environmental challenges identified in the Transboundary Diagnostic Analysis (TDA). The BCC SAP was informed by the TDA, which was initially developed in 1999 and updated in 2013. The objective of the BCLME TDA was to provide structured information relating to the ecological, social and economic status of the BCLME, with particular focus on transboundary impacts resulting from human activities. The BCC is now in the process to update the 2013 TDA in order to develop its next Strategic Action Programme.

2. RATIONALE

Since 2013, when the TDA was last updated, several assessments, studies and developments have taken place in the BCLME. This warrants the review and update of TDA to ensure that critical key information is included in the TDA and informs the new SAP. With support from UNDP-GEF through the project “Improving Ocean Governance in the Benguela Current Large Marine Ecosystem” (“BCLME III Project” in short), the BCC seeks to hire an independent consultant to compile a thematic report on coastal and marine tourism in the BCME. The thematic report would feed into the TDA and consequently the SAP.

3. SCOPE OF WORK

Under the supervision of Project Manager: BCLME III Project, the consultant will undertake the following:

a) Develop an Outline for the Thematic Report and ensure that contents contain relevant information needed to feed into the TDA process. The Outline will be reviewed and modified as necessary by the BCC Secretariat;
b) Conduct desktop searches and critically appraise existing documents/reports/manuscripts/papers to inform the synthesis study;
c) Where necessary, request data and information from relevant national departments and national experts, BCC Secretariat Managers, Ecosystem Advisory Committee and Working Groups members;
d) Compile the draft Thematic Report;
e) Submit the Thematic Report to the Project Manager for review;
f) Revise and finalize the drafts based on comments received from the Project Manager;
g) Present the results at the national TDA consultation workshops

4. DELIVERABLES AND PROPOSED TIMEFRAME

The main outputs and their corresponding consultancy days are listed in the Table below:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeframe</th>
<th># of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Signing of the contract</td>
<td>15 April 2020</td>
<td>-</td>
</tr>
<tr>
<td>b) Develop an Outline for the Thematic Report</td>
<td>30 April 2020</td>
<td>2</td>
</tr>
<tr>
<td>c) Desktop study and consultation with data/information sources to gather relevant information</td>
<td>30 May 2020</td>
<td>15</td>
</tr>
<tr>
<td>d) Compile the draft Thematic Report</td>
<td>30 June 2020</td>
<td>13</td>
</tr>
<tr>
<td>e) Revise and finalize the drafts based on comments received</td>
<td>30 July 2020</td>
<td>5</td>
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| Total number of days                                                        |                 | 35        |

1. 5. COMPETENCY AND SKILLS REQUIRED

The consultant should possess a graduate degree in a relevant field, be familiar with the BCLME region and the transboundary issues it faces, with experience in coastal and marine tourism, environmental/socio-economic assessments and reporting, and excellent analytical and writing skills.

   a) Advanced degree in the thematic topic or any related field;
   b) Proven knowledge of the BCLME and tourism activities including challenges and opportunities in relation to the ecosystem;
   c) Proven experience in systematic reviews and synthesis studies and in production of highly credible, very well written synthesis report within the budget and period requested;
   d) Track record in [peer-review] publications in areas relevant to the thematic topic serves as an advantage.

6. Timeframe

The assignment is expected to run from 15 April 2020 until 30 July 2020.

3. WORK STATION
This is a home based assignment. The BCC will cover the costs of travel within the BCC countries but such travel requires prior authorization by the Executive Secretary.

4. ADDITIONAL INFORMATION

4.1. Evaluation of tenders

- The contract will be awarded to the qualifying tenders as per the following criteria:
  - Responsive/compliant/acceptable, and
  - Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the tender proposal. In this regard, the respective weight of the proposals are as follows:
    - a. Technical Criteria weight is 70%
    - b. Financial Criteria weight is 30%

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Competence (based on CV, Proposal and interview (if required))</td>
<td>70%</td>
<td>100</td>
</tr>
<tr>
<td>▪ Proven knowledge of coastal and marine tourism in the BCLME (including challenges and opportunities in relation to the ecosystem)</td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td>▪ Proven experience in systematic reviews and synthesis studies and in production of highly credible, very well written synthesis reports as well as a track record in [peer-review] publications in areas relevant to the thematic topic</td>
<td></td>
<td>40%</td>
</tr>
<tr>
<td>▪ Response to the ToR and comprehensiveness of the methodology/approach</td>
<td></td>
<td>15%</td>
</tr>
<tr>
<td>▪ Previously disadvantaged individual/ entities</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>▪ Working knowledge of Portuguese</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Financial (Lower Offer/Offer*100)</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>Technical Score * 70% + Financial Score * 30%</strong></td>
<td></td>
</tr>
</tbody>
</table>

4.2. Modification of terms

The BCC Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

4.3. Tender award

The contract will be awarded to a successful bidder within ten (10) days of closing of this tender and the successful bidder will commence work within four (2) weeks from the date of signature, by all parties.
4.4. Prime contractor relationship

The BCC Secretariat will enter into a contract with only one successful bidder.

4.5. Confidentiality

i. Tenders submitted will not be revealed to any other bidders.

ii. The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.

iii. All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of BCC.

4.6. Ownership of data

All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the BCC Secretariat becomes the property of BCC.

Any data of whatever nature resulting from the provision of the Products and Services shall be the property of BCC and may be used by BCC without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the BCC Secretariat.

5. SUBMISSION OF PROPOSALS/BIDS

The deadline for the submission of tenders is **09 April at 16h00**.

The Proposal shall comprise the following documents in both hard copy and electronic copies (flash disk in rich text format):

a) Technical Component (six copies)
b) Financial Component (six copies)

Technical and Financial components must each be in separate envelopes. The Proposal shall be sealed in one outer and two inner envelopes, as detailed below:

The outer envelope shall be addressed and posted or couriered to:

Executive Secretary
Benguela Current Convention
1 Strand Street, Swakopmund
Private Bag 5031, Swakopmund
Benguela Current Convention Secretariat
Swakopmund

Both inside envelopes shall indicate your firm’s name and address. The first inner envelope shall be marked Technical Proposal and contain the Technical Component of your proposal (both hard copy and electronic versions). The second inner envelope shall be marked Financial Component and include your financial
proposal” (both hard copy and electronic versions). Alternatively, the proposal (technical and financial) may be submitted electronically (by email) to Ms. Laimy Brown, laimy@benguelacc.org.

The Financial Proposal should remain **valid for 30 (thirty) days** from the tender closing date.

The BCC may decide to reserve the right to annul the tendering process and not award the contracts.

**APPENDIX A - TECHNICAL PROPOSAL**

Bidders must address all the issues and requirements which appear in this Appendix A.

1. **UNDERSTANDING OF THE ASSIGNMENT**

A detailed proposal indicating a clear understanding of the Terms of Reference and the methodology to be applied will be required.

2. **TECHNICAL REQUIREMENTS**

   i. A one-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal.
   ii. Complete CV, certified qualifications and other documentation in support of the CV.
   iii. Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables.
   v. All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved.
   vi. Description of role or element of the proposal to be fulfilled by any third-party and the full contact details of any third-parties involved in the proposal (if applicable).

3. **REFERENCES**

   i. A record of previous similar assignments undertaken by the bidder.
   ii. Bidders must provide a minimum of three (3) clients (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of work.
   iii. The references should be current, stipulate the nature of work undertaken, the financial value of the Services offered and where the work was executed.
   iv. The BCC Secretariat reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

**APPENDIX B - FINANCIAL PROPOSAL**

Bidders must address all the issues and requirements which appear in this Appendix B.

1. **SCHEDULE OF COSTS/FINANCIAL PROPOSAL**

   The schedule must take the following format:
i. All costs must be quoted in Namibian Dollars (NAD).
ii. The total cost of the proposal (best and final offer).
iii. All prices must be quoted including VAT, where applicable.
iv. The BCC shall cover all workshops, travel and subsistence costs
v. A breakdown of the pricing and cost components for Services set out in this invitation to tender should be in line with the given timelines.

2. GENERAL INFORMATION

i. Bidders are solely responsible for their own costs in preparing the tender.
ii. Payments for all products and services (professional fees and reimbursements) covered by this project shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to BCC policies.
iii. The BCC shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the service provider’s equipment and supplies.
iv. The BCC may decide to reserve the right to add, modify or omit certain portions of the proposal.