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CALL FOR LDCF/SCCF PROJECT PROPOSAL: TO DEVELOP DETAILED MONITORING & EVALUATION AND IMPLEMENTATION PLANS AND TO ASSIST THE BCC PROJECT: ENHANCING CLIMATE CHANGE RESILIENCE IN THE BENGUELA CURRENT FISHERIES SYSTEM WITH MONITORING AND EVALUATION

TENDER NUMBER: CC/2017/01

CLOSING DATE & TIME

11 August 2017 – 16H30 (Namibian Time)

POSTAL & PHYSICAL ADDRESS FOR TENDER SUBMISSION

Benguela Current Convention (BCC) – Secretariat
Private Bag 5031
No 1 Strand Street, Swakopmund
Namibia

TECHNICAL ENQUIRIES

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NO. OF TENDER COPIES REQUIRED

6 (1 original plus 5 copies)

TO DEVELOP DETAILED MONITORING & EVALUATION AND IMPLEMENTATION PLANS AND TO ASSIST THE BCC PROJECT: ENHANCING CLIMATE CHANGE RESILIENCE IN THE BENGUELA CURRENT FISHERIES SYSTEM WITH MONITORING AND EVALUATION

Project Ref. Number	CC/2017/01
Title	TO DEVELOP DETAILED MONITORING & EVALUATION AND IMPLEMENTATION PLANS AND TO ASSIST THE PROJECT WITH MONITORING AND EVALUATION
Background	<p>The Benguela Current Convention (BCC) is the first inter-governmental organisation 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. It was established by January 2007 through the signing of an Interim Agreement by Angola, Namibia and South Africa.</p> <p>The Benguela Current Convention was signed on 18 March 2013 in the town of Benguela (Angola) by the three Governments and entered into force on 10 December 2015. On 13 July 2016, it was registered with the Secretary-General of the United Nations in New York. It is a ground-breaking environmental treaty whose objective is to ‘promote a coordinated regional approach to the long-term conservation, protection, rehabilitation, enhancement and sustainable use of the BCLME to provide economic, environmental and social benefits’.</p> <p>On 21 August 2014, BCC Member States signed a five-year Strategic Action Programme (SAP, 2015-2019) in the town of Namibe that contains policy actions needed to implement the convention by addressing transboundary environmental threats facing the BCLME region as well as enhancing blue ocean economic opportunities. The SAP consists of eight thematic areas, namely a) living marine resources b) non-living marine resources c) productivity and environmental variability d) pollution e) ecosystem health and biodiversity f) human dimension g) governance h) and enhancing economic potential.</p> <p>The SAP has been translated into a five-year business plan to ensure the practical operational plan of it’s implementation. The Secretariat works with national, regional and international partners to coordinate research and capacity development programmes to provide Member States with best available scientific information and advice for management decisions related to the transboundary resources and issues. The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.</p> <p>Notwithstanding these achievements, climate change and variability impacts have not yet been addressed in a concrete manner. Although the region has benefited from extensive research on the biophysical and</p>

	<p>biological conditions of the Benguela Current system, there is limited knowledge and understanding of the impacts of climate change and the vulnerability of fisheries and fishery dependent coastal communities. This is one of the key barriers to concrete adaptation in the fisheries sectors.</p> <p>The goal of the FAO/BCC project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security.</p> <p>This project will support the member States by enhancing understanding of how best to manage coastal ecosystems in light of human threats at the national and regional level.</p>
Rationale	<p>To ensure the successful implementation of this project and for ensuring a systematic results-based monitoring and evaluation of progress towards the achievement of outputs and outcome targets, an M&E expert is required to assist the project team with monitoring and evaluation and also to set up an M&E system that the project team can implement at regional and national level, based on the proposed results framework and M&E plan described in the Project Document.</p>
Objective	<p>The objective of this project is to build resilience and reduce the vulnerability to climate change of the marine fisheries and mariculture sectors within the Benguela Current Large Marine Ecosystem through implementing of adaptation strategies in order to ensure food and livelihood security.</p> <p>Specific project objectives are: i) to ensure that climate change and variability are recognised as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change to ensure that the sector is able to make its contribution and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national fisheries and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.</p> <p>The project has been structured into three interlinked technical components:</p>

	<ul style="list-style-type: none"> • Component 1 which aims to ensure that national and regional policies and plans give due consideration, including well defined actions, to the likely implications of climate change and variability; • Component 2 to put adaptation actions into practice in selected highly vulnerable fisheries and communities in order to bring about measurable improvements in the pilots and to learn lessons for application on a wider scale; and • Component 3 to increase both awareness and capacity to enable and promote a proactive, forward-looking approach to climate change. <p>These three components will be supported by a cross-cutting monitoring, evaluation and adaptation learning component (Component 4). The component will ensure a systematic monitoring and evaluation of progress towards the achievement of the objectives. It also serves to promote the wider dissemination of results for replication in other large marine ecosystems.</p>
Scope of Work	<p>The M&E Specialist will be responsible <i>inter alia</i> for:</p> <ol style="list-style-type: none"> 1. Developing a detailed monitoring and evaluation plan for the project as suggested in the Project Document. 2. Developing an implementation plan to monitoring and evaluating project progress and quality as per project outputs and outcomes until project end. 3. Assisting the project with monitoring and evaluation. 4. Facilitate learning and mainstreaming of project outcomes and lessons learned in relation to climate change adaptation in fisheries. 5. Monitor and evaluate progress in achieving project results and objectives using targets and indicators as per Project Document, and 6. Annual visits to the Project Implementation Unit (PIU).
Implementation Plan	<p>Consultant to develop an implementation plan.</p>
Outputs & Deliverables	<p>The output/deliverable of LDCF/SCCF Project CC/2017/01 are:</p> <ol style="list-style-type: none"> 1. A detailed monitoring and evaluation plan for the project developed. 2. An implementation plan to monitor and evaluate project progress and quality as per project outputs and outcomes produced and implemented. 3. Project staff assisted with M&E. 4. Learning and mainstreaming facilitated. 5. Project progress is monitored and evaluated on an annual basis during site visits, and 6. A final report produced covering topics under Scope of Work.

Consultant	International consultant
Monitoring and Evaluation Specialist	<p>The Minimal Requirements for the Monitoring and Evaluation specialist:</p> <ol style="list-style-type: none"> 1. Advanced university degree in a relevant field such as social or natural sciences or project management. Relevant specialised courses in M+E would be an advantage; 2. Demonstrated knowledge of sustainable marine fisheries management; and biodiversity conservation; 3. A minimum of five years' experience in general programme/project related work, including experience in results-based M&E; 4. Proven writing and communication skills; 5. Ability to work in an international environment with various partners (including donors), as a member of a team; 6. Knowledge of FAO and GEF M&E requirements; and 7. Ability to take initiatives and to work with minimum supervision.
Capacity-Building Elements and Plan	Capacity development and training is a high priority in the BCC agenda and this project must contribute to this priority. Closer consultation with the manager: training and capacity development would be expected.
Communication and outreach	Communication and outreach is very important to the climate change project. It is expected that photos and short feedback statements are being provided on a regular basis that could be used in the communication strategy of the project.
Equipment Required	Consultant to supply.
Timeframe	40 days spread over a period of four years (2017 – 2020)
Conditions and Limitations	<ol style="list-style-type: none"> 1. Consultant to show awareness of outcomes from relevant BCC, BCLME and BENEFIT projects; and 2. Links to other projects to be identified.
Monitoring and Evaluation	<ol style="list-style-type: none"> 1. Regular interactions with the Climate Change Project Coordinator 2. A comprehensive report covering all topics under the section Scope of Work, the content of which shall <i>inter alia</i> include the following: financial reporting, training & capacity building and communication outreach.
Budget	Approximately US\$ 24,000
Bibliography	<ol style="list-style-type: none"> 1. BCC SAP and SAP Implementation Plan; and 2. Enhancing Climate Change Resilience in the Benguela Current Fisheries System: Project Document

INSTRUCTIONS TO TENDERERS:

1. TIMEFRAMES

- 1.1 The “CC/2017/01” contract will be awarded to a successful bidder within 30 days of closing of this tender.
- 1.2 The successful bidder will commence work within four (4) weeks from the date of signature.

2. SUBMISSION OF TENDER PROPOSALS

- 2.1 The Tender should be delivered or posted to the “Postal and Physical Address for Tender Submission” specified on the cover page.
- 2.2 The bidder must submit six (6) hard copies plus 1 electronic copy (CD or memory stick) of the Tender Proposal.
- 2.3 All envelopes should be properly sealed and clearly marked as indicated below:

TECHNICAL PROPOSAL / FINANCIAL PROPOSAL

TENDER NUMBER: CC/2017/01

NAME OF THE BIDDING COMPANY/ORGANISATION/FIRM

- 2.4 The deadline for the submission of tenders is 11 August 2017
- 2.5 The Financial Proposal should remain valid for 90 (ninety) days from the tender closing date.

3. PRIME CONTRACTOR RELATIONSHIP

- 3.1 The BCC Secretariat will enter into a contract with only one successful bidder.
- 3.2 After the award has been made, the BCC Secretariat reserves the right to source alternative quotations as part of its procurement governance process, in order to ensure the SUPPLIER(s) demonstrated a proactive approach in reducing cost such as travel expenses, etc.

4. FINANCIAL ARRANGEMENTS

- 4.1 Bidders are solely responsible for their own costs in preparing the tender.
- 4.2 Payments for all Products and Services (professional fees and reimbursements) covered by this tender shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to the BCC Secretariat’s Financial Policy.
- 4.3 The BCC Secretariat shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the bidders cleaning equipment and supplies.
- 4.4 The BCC Secretariat shall not be liable for any losses, damages, costs, charges or expenses caused by injuries to the bidder’s staff during the execution of their duties.

5. CONFIDENTIALITY

- 5.1 Tenders submitted will not be revealed to any other bidders.
- 5.2 The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.
- 5.3 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.

6 OWNERSHIP OF DATA

- 6.1 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.
- 6.2 Ownership of all data belonging to BCC whether under its control or the bidder's control shall continue to vest in 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.

7. MODIFICATION OF TERMS

- 7.1 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.

8. TENDER FORMAT

- 8.1 Bidders are required to address the issues and requirements in Appendix A to ensure that their tender receives full consideration.

9. EVALUATION OF TENDERS AND AWARD CRITERIA

9.1 ELIGIBILITY CRITERIA

- (a) Only tenders received as specified in Section 2 (Submission of Tender Proposals) will be considered.
- (b) Only bidders that have provided the following will be considered:
 - (i) Certified copies of a Certificate of Registration or Incorporation with the relevant national authorities in the case of companies or corporations; for partnerships, consortiums and joint ventures, the relevant agreement between the parties; and in the case of individuals, certified copies of the ID, proof of physical address will be required;
 - (ii) A certified copy of a current Certificate of Good Standing from the Ministry of Finance (for Namibians) or an original copy of Income Tax Clearance Certificate or exemption thereof from the relevant national authorities.
- (c) Tenders will not be evaluated if the bidder's current or past shareholding or other interests may, in the BCC Secretariat's opinion, give rise to a conflict of interest in connection with this tender.
- (d) This tender is only open to citizens of the BCC Member States or service providers that are majority owned by citizens of the BCC Member States (with proof of shareholding) and registered within any of the BCC Member States.

9.2 QUALIFICATION CRITERIA

- (a) Eligible tenders will be considered provided that all the documentation as specified in Appendix A of this document has been supplied.

9.3 AWARD CRITERIA

- (a) The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous proposal by applying the following award criteria:
 - (i) Technical Knowledge, Qualifications and Experience;
 - (ii) Company Profile and Reputation of the Bidder.

9.4 **CONTRACT ADMINISTRATION**

- (a) The award will be subject to the successful conclusion of a Service Level Agreement (SLA) to confirm the Terms and Conditions of the Tender.
- (b) The BCC Secretariat reserves the right to negotiate the terms of the tender proposal and the value.

APPENDIX A - TECHNICAL PROPOSAL

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

10. **GENERAL INFORMATION**

- 10.1 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.
- 10.2 Complete CV, certified qualification and other documentation in sort of the CV.
- 10.3 Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables
- 10.4 A Profile of the Company / Consultancy Firm / Consortium / Individual.
- 10.5 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. A legally binding agreement must be in effect between the parties and a copy must be submitted with the proposal. (Attach a copy of the partnership / consortium agreement).
- 10.6 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).
- 10.7 Certified copies of a Certificate of Registration or Incorporation with relevant national authorities of all bidding parties. For individuals, certified copies of the ID and proof of physical address will be required.
- 10.8 Certified copies of a Certificate of Good Standing for Tender Purposes from the Ministry of Finance or a certified copy of a current Income Tax Clearance Certificate or exemption thereof from the relevant national authorities.
- 10.9 A copy of the bidder's current Audited Financial Statements.
- 10.10 Proof that the bidder is adequately insured.

11. **UNDERSTANDING OF THE ASSIGNMENT**

- 11.1 A detailed proposal indicating a clear understanding of the Terms of Reference will be required.

12. **REFERENCES**

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

References:

Company	Contact number/s	Contact Person

APPENDIX B - FINANCIAL PROPOSAL

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

13. SCHEDULE OF COSTS/FINANCIAL PROPOSAL

The schedule must take the following format:

- (a) All costs must be quoted in Namibian Dollars (NAD).
- (b) The total cost of the proposal (best and final offer).
- (c) All prices must be quoted excluding VAT.
- (d) A breakdown of the pricing and cost components for Services set out in this invitation to tender (ITT).
- (e) Prices and costs included in this financial proposal must cover all the bidder's costs, including but not limited to surcharges, cancellations, transportation cost, warehouse charges, installation charges and all other charges associated with meeting the requirements.
- (f) The price for each Service as specified in cost schedule must be set out.
- (g) Consideration must be given to the bulk pricing discounts to be offered to the BCC Secretariat, based on services to be carried out.
- (h) Should the bidder not provide a particular Service, please indicate this as set out in the Tender. The bidder will not be excluded from the evaluation of those Services offered.
- (i) After the award has been made, the BCC Secretariat reserves the right to source alternative travel quotations as part of its procurement governance process, in order to ensure the services provider (s) demonstrated a proactive approach in reducing cost, e.g. travel cost.

SUPPORT DOCUMENTS AND COMPANY DETAILS

Documents to be attached:

	Documents inclusive	YES	NO
	CV and relevant documents		
	Copy of registration certificate/trade licence		
	Information regarding sub-contractor/sub-vendor/sub-supplier/services		
	Original Certificate of Good Standing from the Social Security Commission of Namibia (applicable and compulsory for local tenderers only).		
	Affirmative Action Certificate from the Ministry of Labour (applicable for local tenderers only).		
	Original Certificate of Good Standing for Tender Purposes from Inland Revenue Office (applicable and compulsory for all tenderers).		
	Certified copy of the Namfisa Registration Certificate. (if applicable to Tenderers).		
	Letter from Bankers confirming bank account details and attach a cancelled cheque.		

DECLARATION OF INTEREST:

If any of your directors/owners are employed or was previously employed by the BCC Secretariat, or related to BCC Secretariat staff, list them and explain in detail in your proposal, duly signed by the authorised signatory of for the bidder.