

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Chimpanzee census and illegal activity surveys in Budongo and Kalinzu Central Forest Reserves
Type of Procurement:	One-off purchase Agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	Within the Delivery Period
Contract Funding:	USAID
This Procurement supports:	Uganda B4R Activity
Submit Proposal to:	procurement@ugandabiodiversity.rti.org
Date of Issue of RFP:	January 4, 2024
Date Questions from Supplier Due:	January 11, 2024
Date Proposal Due:	January 15, 2024
Approximate Date contract Issued to Successful Bidder(s):	To be determined

Method of Submittal:	
Email procurement@ugandabiodiversity.rti.org	
Respond via e-mail with attached document in MS Word / pdf format.	
The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	
Solicitation Number:	UB4R/001/01/2024
All bids must be submitted as follows.	
1) A signed copy of this RFP (see page no. 8 of this RFP) 2) A duly completed and signed proposal corresponding to the scope of work provided in this RFP. 3) Financial proposal 4) Updated CV(s) for key personnel	

Attachments to RFP:

- Attachment "A" – Scope of Work and Commodity Specifications
- Attachment "B" – Instructions to Bidders/Sellers
- All PO Terms and Conditions are listed on our website at: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in

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connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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Attachment A Commodity Specifications or Statement of Work

Description of Activity/Service:

Assignment Title:	Chimpanzee census and illegal activity surveys in Budongo and Kalinzu Central Forest Reserves
Results:	Result 2.2: Conservancy management plans/systems implemented. Result 2.4: CFM groups equipped to mitigate illegal forest activities
Activity:	Activity 2.2.3 Support the assessment and recovery plans of key biodiversity species Activity 2.4.1 Strengthening CFM Patrol, monitoring and reporting systems
Contractor Name:	TBD
Country:	Uganda
Location:	Budongo and Kalinzu Central Forest Reserves
Level of Effort	13 months
Period of Performance:	February 8, 2024 to February 28, 2025
Contractor's Point of Contact:	procurement@ugandabiodiversity.rti.org

1. Introduction:

The goal of the 5-year (2020-2025) USAID/Uganda Biodiversity for Resilience (B4R) Activity, implemented by RTI International, is to assist communities, the Government of Uganda (GOU), and the private sector to conserve and manage biodiversity in target ecosystems for lasting environmental and economic sustainability and increased community and household resilience. The Activity supports community wildlife conservancies and protected area management while promoting market-based solutions, including nature-based tourism and other conservation enterprises, to improve stewardship of the natural resources necessary to sustain Uganda's economic development.

Additional cross-cutting activities include promotion of resiliency strategies; inclusion of women, youth, and other marginalized people; private sector engagement; capacity building; and deliberate use of collaborating, learning, and adapting techniques.

2. Background:

Conservation of wildlife populations requires knowledge about the extent of their abundance, distribution and population dynamics, and the threats they face in their respective habitats that can interfere with their long-term survival. Monitoring population trends is particularly important in protected areas that are affected by anthropogenic disturbances. Anthropogenic disturbances often lead to loss of suitable habitat, habitat fragmentation and degradation, all of which may lead to loss of species or reduction in population sizes of some species. The disturbances can be more devastating for species whose population is already vulnerable, endangered or critically endangered leading to extinction.

Chimpanzees have been categorized as endangered by the IUCN meaning that their population and habitats are believed to be decreasing or deteriorating. However, with the increased conservation efforts by Government, conservation agencies and local communities, continuous monitoring of these populations to determine their population distribution and relative abundance and existing and emerging threats that could impact on their numbers and distribution is a critical requirement for effective management and utilization of biodiversity resources in tropical rain forests.

The endangered chimpanzees are among the USAID/Uganda B4R Activity's current biodiversity target in Budongo and Kalinzu Central Forest reserves. The major threats to chimpanzees in the two forest reserves include, poaching, habitat loss and degradation due to indiscriminate harvest of forest resources, charcoal burning, increasing infrastructural developments, agricultural expansion, and mining and retaliatory killing of the chimpanzees due to human wildlife conflict and diseases among others.

In collaboration with National Forestry Authority (NFA), the USAID/Uganda B4R Activity is seeking to conduct a chimpanzee census and illegal activity survey in Budongo and Kalinzu Central Forest Reserves. In addition, this assignment aims to strengthen Collaborative Forest Management (CFM) patrol and reporting systems through refresher training in forest monitoring, per their agreements with NFA. By enhancing the capabilities of CFMs and forest protection teams, B4R and NFA aim to significantly contribute to the conservation efforts of these critical natural habitats and securing a future for the endangered chimpanzees that inhabit them.

Budongo Central Forest Reserve is a moist, semi-deciduous tropical rain forest located at the top of the Albertine Rift, situated between 1° 37' N - 2° 03' N and 31° 22' - 31° 46' E and touching three districts of Masindi, Hoima, and Bulisa. It is classified as a Central Forest Reserve and comprises 435 km² of continuous forest cover, which is large by Ugandan standards and is home of 802 wild chimpanzees according to the 2017 census. Apart from the chimpanzees, the forest is known for its rich biodiversity, including nine primate species, 360 birds species, 290 butterflies, 130 moths, 24 mammals, and 465 tree species. Despite this rich biodiversity, the forest faces many threats driven by increased human population and poverty and thus increased dependence on forest resources for their livelihood.

Kalinzu Central Forest reserve is one of the protected forests in Uganda, situated in south-western Uganda in the districts of Rubirizi and Bushenyi, at an average altitude of 1,400 m above sea level and at latitude and longitude 30 07'E and 0 17'S, respectively and covering 147 sq. km. The forest is home to 418 wild chimpanzees according to the recent census conducted in 2022. Additionally, the forest is famous for 414 species of trees, 378 species of birds, five other different species of primates, 262 butterflies, 97 moths, reptiles and flowers.

3. Objective of Assignment

Key objectives of this assignment are:

- i) Conduct a census of chimpanzees and other mammal species particularly primates and angulates in Budongo and Kalinzu Central Forest Reserves.

- ii) To assess and document types and extent of illegal activities (threats to chimpanzees and other mammal species and their habitats) in Budongo and Kalinzu Central Forest reserves.
- iii) To develop a forest monitoring framework and protocols for long term forest monitoring and protection.
- iv) To train and equip CFM groups in data collection and analysis for effective and sustainable monitoring of threats to biodiversity conservation in the two forest reserves.

Expected output.

- v) A comprehensive report detailing.,
 - Chimpanzee population and distribution
 - Mammals' population and distribution
 - Illegal activity encounter rates and distribution (both as a one off during the census and routine monitoring by CFM groups)
 - Priority areas within each CFR for conservation action.

The data will be used to evaluate the impact of the conservation efforts by different conservation agencies, local communities and NGOs working within the landscape but also in the development of strategic management plans for the two forest reserves as the chimpanzees are keystone species in the two forests.

4. Scope of the Assignment

The contractor will be required to conduct a chimpanzee census, mammal and illegal activity surveys in the two forests of Budongo and Kalinzu. In addition, the assignment involves training and equipping CFM groups in data collection and analysis for effective and sustainable monitoring of threats to biodiversity conservation in the two forest reserves.

The contractor will generate a technical report on the population abundance, species diversity and distribution of chimpanzees and other mammals in the forest and their threats in the two forest reserves. The technical report should highlight the aforementioned aspects including recommendations on appropriate conservation strategies and actions for the protection of the chimpanzees and their habitats.

5. Terms of reference

The contractor is expected to:

- a) Collaborate with B4R staff, UWA Research and Ecological Monitoring and Law Enforcement unit in Murchison and Queen Elizabeth through UWA headquarter respective units, NFA, CFM groups in both Budongo and Kalinzu throughout this activity.
- b) Travel to the program implementation site, and facilitation of trainings/meetings/workshops/field work.
- c) Consult with key communities and UWA and NFA's Research and Ecological Monitoring and Law Enforcement team to ensure effective data collection in a safe environment.

- d) Incorporate local community members (including CFM groups) into census and survey teams providing foundational training in survey methods and monitoring.
- e) Conduct a comprehensive survey with clear and duplicatable methodologies.
- f) Produce a detailed report of findings with key recommendations for conservation actions.
- g) Organize a stakeholder workshop to present study findings and priority recommendations.
- h) Compile and share all the generated raw data, including photos and maps to B4R team.

6. Methodology

The assignment will involve literature review and consultations with key stakeholders at the respective forest reserves, working closely with assigned UWA, NFA and B4R. The exercise will involve visits to both central forests reserves.

Schedule of expected activities while executing the assignment.

- i) Proposal generation and submission
- ii) Consultations with UWA and NFA staff at head office and field level
- iii) Submission/presentation of inception report to B4R, NFA and UWA
- iv) Training for field teams.
- v) Conducting the chimpanzee census, mammal survey and illegal activity surveys.
- vi) Submission/presentation of the draft report to B4R
- vii) Presentation of the final report to UWA/B4R
- viii) Designing, printing and final submission of the report

7. Qualifications and Skills Required

The Team Lead of the contractor shall have the following qualifications and skills:

- i) Ph.D. in environmental studies, wildlife, forestry and natural resources
- ii) At least 10 years of experience in conducting chimpanzee census and anthropogenic monitoring survey
- iii) At least 10 years of experience in forest and ecosystem monitoring and designing conservation action plans
- iv) Experience in working with a wide variety of stakeholders (national and local governments, private sector, CSOs, academia, etc.)
 - a. Proven record in conducting trainings/workshops and management, participatory training approaches, including chimpanzee and forest conservation
 - b. Demonstrated experience and good understanding of resource management in Uganda's rural context
 - c. Good analytical and problem solving critical thinking skills
 - d. Excellent interpersonal communication skills, ability to work independently and as part of a team.

8. Deliverable and Deadlines

The following deadlines apply assuming start of implementation 8 February 2024

S/n	Deliverables	Deadline
1.	An Inception Report within one week of signing the contract. This should provide details of the methodological approach to be used by the consultant/subcontractor to undertake the study, as well as well specified time schedule.	February 8, 2024
2.	Training report for the teams to conduct the census in the two forest sites	February 26, 2024
3.	Preparing the transects lines for the census	March 20, 2024
4.	Data collection (Round one)	June 15, 2024
5.	Data collection (Round two)	September 15, 2024
6.	Data collection (Round three)	December 15, 2024
7.	Final Report outlining study findings and addressed comments from the B4R staff	February 28, 2025

9. Technical Direction, Management & Communication

B4R's COP/DCOP and Wildlife Program Manager/Murchison-Budongo and Queen Elizabeth Landscape Lead, will be the primary contact for overall planning, coordination, and implementation. The contractor shall also work closely with Landscape Coordinators for Budongo and Queen Elizabeth Landscapes, as well as UWA research and Ecological Monitoring and law enforcement teams and NFA teams in Kampala HQs and at landscape levels during implementation and reporting.

10. Monitoring and Evaluation

Apart from the deliverables mentioned in subsection 8 above, this Activity will contribute to the following USAID B4R indicator:

- Number of key species in B4R critical landscapes that are stable or increasing (Custom, Outcome)

11. Period and Place of Performance

The period of performance is about **thirteen (13) months**, expecting to commence around **February 8 2024**, and ending around **February 28 2025**.

Proposal submission:

Applications should be submitted by email to procurement@ugandabiodiversity.rti.org to reach us not later than Monday, January 15th, 2024 at 5.00 pm Uganda (East African) Time.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Plot 50, Upper Kololo Terrace, Kampala
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who has a purchase requirement in support of a project funded by

USAID

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must

provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.

- (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to
- Procurement Unit
- at this email address:
- procurement@ugandabiodiversity.rti.org
- The cut-off date for questions is
- January 11, 2024
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
- (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc. (when applicable)

8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

Stage One

Eligibility Assessment - Submission of the following.

- Technical proposal
- Financial proposal

Only those bidders who meet the Mandatory requirements will be evaluated further.

Stage Two

- I. **Technical Understanding of the Assignment** – Contractor clearly states their understanding of the specifications cited in SOW subsections titled Objective of Study, Scope of the Assignment and Deliverables). **15 points**
- II. **Proposed Approach, Methodology & Outcomes** - Clear outline of activities proposed, the rationale for each activity, the implementation team and time schedule proposed, the methodology that you will use to successfully achieve desired deliverables and outcomes. **25 points**
- III. **Required Qualifications** - The Contractor is expected to have professional qualifications in the relevant field as cited in the SOW subsection titled Qualifications and Skills, with demonstrable experience in working with community conservancy development. **15 points**
- IV. **Past Performance** – Contractor can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner. **10 points**

- In your application, provide at least 3 professional contacts (firms/individuals) for whom similar work/services have been provided for our reference request checks.
- V. **Delivery** - Contractor provides the most advantageous delivery schedule. **5 points**

Stage Three

- **FINANCIAL EVALUATION** – Proposed project budget, with itemized costs, backup documentation and/or quotes. Budget should include all cost and items needed to complete the proposed scope of work. - Most advantageous financial proposal. **30 points**

OTHER EVALUATION CRITERIA.

The most responsive applicant with the highest combined scores (Technical and financial) will be considered for award of contract after successful undertaking of due diligence and negotiations by RTI International.

Financial bids will be submitted in Uganda Shillings.

Weights of the Technical and Financial Evaluations:

Technical evaluation = 70%

Financial bid = 30%

The consultant achieving the highest combined technical and financial score and whose references and due diligence satisfy RTI International will be invited for negotiations.

12. **Award Notice:** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer:** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: