## Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Establishing and Operationalizing VSLA schemes for Community Wildlife Scouts Groups by Deploying Motorbikes to Support Long Term Human Wildlife Conflict Mitigation Efforts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Consultancy</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Contract Agreement</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>December 2021- February 2022</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID/B4R Activity</td>
</tr>
</tbody>
</table>
| This Procurement supports: | **B4R Results:**  
1.2. **Innovation in developing best practices, products and partnerships.**  
2.4. **Communities are equipped to deal with HWC.**  
**B4R Activity:**  
2.4.2 **Procurement of Problem animal management equipment and training.**  
1.2.7 **Set up sustainable governance and financing schemes for community scouts.** |
| Submit Proposal to:        | Procurement@ugandabiodiversity.rti.org  
| Date of Issue of RFP:      | October 26, 2021  
| Date Questions from Supplier Due: | November 5, 2021  
| Date Proposal Due:         | November 12, 2021 on or before 5.00 pm Uganda (East African) Time.  
| Approximate Date Purchase Order Issued to Successful Bidder(s): | TBD  
| Method of Submittal:       | Send by email to: 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/RFQ.  
| Solicitation Number:       | UB4R/08/10/2021  

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All bids must be submitted as follows.
1) A signed copy of this RFP
2) A duly completed and signed proposal corresponding to the attached scope of work provided in this RFP.
3) Financial proposal (Refer to the price schedule format provided in this RFP).
4) Updated CV

Attachments to RFP:
1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. 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 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.
Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

Establishing and Operationalizing VSLA schemes for Community Wildlife Scouts Groups by Deploying Motorbikes to Support Long Term Human Wildlife Conflict Mitigation Efforts.

Product or Service Expectations (both if applicable):

B4R is seeking a competent consultant to assist in establishing this scheme in both landscapes to ensure that the project is governed and managed well, and that it generates intended economic benefits for the target community members.

The assignment is expected to:

- Establish and operationalize the VSLA for each CWS group with effective management and governance system. Expected number of CWS groups is 27 for Kidepo Valley and 11 for Murchison Falls with each receiving 1-2 bikes.
- Develop necessary systems and procedures linking motorbike provision to the VSLA operations such as savings scheme, and pooling funds for maintenance, repairs, and fuel.

The consultant shall specifically undertake the following for each landscape:

- Set up (or improve if in existence) the existing community-based financial institutions (such as Village Savings and Loan Associations) for each Community Wildlife Scout group, targeting:
  - 27 groups in Kidepo Valley Landscape (in six districts of Karenga, Kaabong, Kotido, Abim, Agago, Kitgum)
  - 11 groups in Murchison Landscape (in Nwoya District)
- Provide requisite training and assistance in setting up the governance and management of the VSLA group.
- Link the provision of the motorbikes to the VSLA and set up the scheme for repayment of the motorbike value, provision of funds for maintenance, repairs, and fuel, and the subsequent savings scheme
- Develop the operating manual for each VSLA regarding the use of savings for livelihoods’ and other projects
- Train members on other needed skills, e.g. use of mobile technologies (if used) for VSLA management.
- Assist in developing the operational procedures for motorbike use.
• Link the scheme with the training of the scouts in motorbike and equipment use (conducted by another a qualified trainer).

**Methodology**

- The consultant will work directly with the target 38 Community Wildlife Scout groups in a participatory manner.
- Other entities such as Uganda Wildlife Authority, Conservancy Management Committees, Community Wildlife Associations, and Local Governments will be involved to provide necessary support.
- The consultant will apply the best practices on rural economic development, village finance, and community-based governance systems.

**Deliverables, Timelines, Special Terms and Conditions:**

Detailed deliverables and outputs will be developed during the assignment and will include the following:

<table>
<thead>
<tr>
<th>PLANNED ACTIVITY</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Stakeholder Assessment and Information Gathering</td>
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<tr>
<td>2 Fieldwork in the two (2) regions: Kidepo Valley; Murchison Falls to prepare for VSLA establishment, train scouts.</td>
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<tr>
<td>3 Registration of the VSLAs, finalization of relevant procedures and operations guidelines</td>
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<td></td>
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<tr>
<td>4 Support project launch through continued support to CWS groups</td>
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</table>

Apart from the deliverables mentioned in Section 5 above, this Activity will contribute to the following USAID B4R indicator:

- Percentage reduction of Human Wildlife Conflict (HWC) incidents in landscapes where B4R is implementing HWC mitigation measures
- Number of people with improved economic benefits derived from sustainable natural resource management and/or biodiversity conservation

The following deadlines assume start of the implementation on December 5, 2021.

<table>
<thead>
<tr>
<th>SN</th>
<th>Deliverables</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1</td>
<td>Inception Report – detailed approach, plan, initial findings</td>
<td>December 15, 2021</td>
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<tr>
<td>2</td>
<td>Presentation of the inception report to B4R management</td>
<td>December 20, 2021</td>
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<tr>
<td>3</td>
<td>Bi-weekly Progress Reports</td>
<td>December 15, 2021</td>
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<td></td>
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<td>December 30, 2021</td>
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<td></td>
<td>January 14, 2022</td>
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<td></td>
<td>January 21, 2022</td>
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<td>4</td>
<td>VSLA Set Up Documentation submitted alongside the summary report</td>
<td>January 31, 2022</td>
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</tbody>
</table>
The Consultant will work closely with the B4R staff (Private Sector Engagement Advisor, Governance Advisor, Landscape Coordinator and other B4R field staff).

Prepare and submit a maximum of 4 pages describing how you will undertake the assignment including your technical approach, an attachment of the financial proposal and copy of your updated CV with at least three references. Please include on the subject line “VSLA Scouts“.

Applications should be submitted to procurement@ugandabiodiversity.rti.org no later than Friday, 12th November 2021 at 5.00 pm Uganda (East African) Time.

### Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
<th>Lead Time Availability (Number of Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50</td>
<td>Professional fees Short-Term Technical Assistance (STTA) for Establishing and Operationalizing VSLA schemes for Community Wildlife Scouts Groups by Deploying Motorbikes to Support Long Term Human Wildlife Conflict Mitigation Efforts.</td>
<td>Days</td>
<td></td>
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<td>2</td>
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<td><strong>Total Value</strong></td>
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</table>

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 services identified in Attachment A. The Buyer intends to purchase the 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 18B, Kawalya Kaggwa Close, Kololo Kampala |

who has a purchase requirement in support of a project funded by

| USAID/Uganda Biodiversity for Resilience (B4R) Activity |

RTI shall award the initial 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 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 regards to this RFQ/RFP to be directed to Sam Wanama Wananda at this email address: Procurement@ugandabiodiversity.rti.org

The cut-off date for questions is November 05, 2021

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the 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.)

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**

   **MANDATORY REQUIREMENTS** - Submission of the following;

   - Technical proposal
   - Financial proposal
   - Updated CV

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

   **Stage Two**

   **TECHNICAL EVALUATION** - Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A and as detailed in the SOW attached. Technical evaluations will be guided by the factors below;
I. **Technical Understanding of the Assignment** – Consultant clearly states their understanding of the specifications cited in SOW subsections titled Objective of Study, Activities/Scopes of Services, Timelines 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 Consultant is expected to have professional qualifications in the relevant field with demonstrable experience in working with communities in similar community-based finance schemes. **15 points**

Additionally, he/she should possess the following skills/experiences:

- A Bachelor or master’s degree in business, finance, economics, environmental/natural resource economics, or other relevant area of Postgraduate study.
- Practical experience and expertise in establishing and operationalizing the community based financial institutions, such as VSLAs and SACCOS.
- Familiarity and direct experience working with rural communities in the target regions.
- Experience in community-based wildlife management, benefit-sharing mechanisms, and conservation finance is a significant plus.
- Excellent training, capacity building skills.
- Excellent financial modelling and writing skills.
- At least five years’ experience working with projects, agencies or government institutions dealing with rural development, conservation and/or community based natural resources utilization.
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.

IV. **Past Performance** - Consultant 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 CV, provide at least 3 professional contacts (firms/individuals) for whom similar work/services have been provided for our reference request checks.

V. **Delivery** - Consultant provides the most advantageous delivery schedule. **5 points**

**Stage Three**

**FINANCIAL EVALUATION** – Most advantageous financial proposal. **30 points**

(a) **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: ________________________________________________________________

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