



Invitation to Bid for the Appointment of Service Provider

TO CONDUCT LEADERSHIP AND GOVERNANCE TRAINING USING THE GOVERNANCE TOOLKIT AS A GUIDE AND DEVELOP APPROPRIATE INSTITUTIONAL CAPACITY FOR PROPER GOVERNANCE IN THE GREATER KRUGER BIODIVERSITY ECONOMY NODE.

| | |
|--|---|
| Bid Number | KNP-GEF7-007-24 |
| Advert Date | 27 September 2024 |
| Issuer | South African National Parks |
| Closing date and time | Date: 14 October 2024 Time: 16:00 pm |
| Documents must be submitted to: | Noxolo Mbebe @ Noxolo.Mbebe@sanparks.org and cc Ntwanano Chauke: Ntwanano.Chauke@sanparks.org |
| Mandatory Briefing Session | Not Applicable |

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – **(NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

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PART A
INVITATION TO BID

| | | | | |
|--|--|---------------------|---|--|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICANNATIONAL PARKS | | | | |
| BID NUMBER: | KNP-GEF7-007-24 | CLOSINGDATE: | 14 October 2024 | CLOSING TIME: 16H00 PM |
| DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT LEADERSHIP AND GOVERNANCE TRAINING USING THE GOVERNANCE TOOLKIT AS A GUIDE AND DEVELOP APPROPRIATE INSTITUTIONAL CAPACITY FOR PROPER GOVERNANCE IN THE GREATER KRUGER BIODIVERSITY ECONOMY NODE | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT | | | | |
| <p>Email Address: Noxolo Mbebe @ Noxolo.Mbebe@sanparks.org and cc Ntwanano Chauke: Ntwanano.Chauke@sanparks.org</p> <p>NB: No proposal shall be accepted by SANParks if submitted to any address and manner other than as prescribed above.</p> <p>There shall be no public opening of the Bids received.</p> <p>No late submissions will be accepted and SANParks will not be held accountable should your couriered document arrives late.</p> | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO | | | TECHNICAL ENQUIRIES MAY B EDIRECTEDTO: | |
| CONTATPERSON | Fhatuwani Matshili | | CONTATPERSON | Noxolo Mbebe |
| TELEPHONE NUMBER | (013) 735 4311 | | TELEPHONE NUMBER | 076 289 7894 |
| E-MAIL ADDRESS | Fhatuwani.Matshili@sanparks.org | | E-MAIL ADDRESS | Noxolo.Mbebe@sanparks.org |
| SUPPLIER INFORMATION | | | | |
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |

| | | | | | | | |
|---|--|-----------------------------|--|--|--|-----------------------------|--|
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | | | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | | |
| [TICK APPLICABLE BOX] | | | | [TICK APPLICABLE BOX] | | | |
| <input type="checkbox"/> Yes | | <input type="checkbox"/> No | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOAL] | | | | | | | |
| 2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | | | | 2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | | | |
| <input type="checkbox"/> Yes | | <input type="checkbox"/> No | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | |
| [IF YES ENCLOSE PROOF] | | | | [IF YES, ANSWER PART B:3] | | | |
| | | | | | | | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | | | | <input type="checkbox"/> YES | | <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | | | <input type="checkbox"/> YES | | <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | | | | <input type="checkbox"/> YES | | <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | | | <input type="checkbox"/> YES | | <input type="checkbox"/> NO | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | | | <input type="checkbox"/> YES | | <input type="checkbox"/> NO | |
| <p>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p> | | | | | | | |

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3 THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4 THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) AND/OR AN SLA.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO FAXED OR EMAILED DOCUMENTS WILL BE ACCEPTED

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE: _____

Bidders are not allowed to contact any other SANParks staff in the context of this tender other than the indicated officials under SBD1 above or as mentioned under “correspondences SBD 1 above or as mentioned under “correspondences

| | | |
|---|---|-----------------|
| Non / Compulsory Briefing Session Compulsory | Contact Person: NOT APPLICABLE | |
| Bid Validity | Validity Period from Date of Closure: | 120 Days |
| | The tender proposal must remain valid for at least 120 days after the tender due date. All contributions / prices indicated in the proposal and other recurrent costs must remain valid for the period of one hundred and twenty (120) days after closing date. | |

CORRESPONDENCES - Queries

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB document, please refer queries, in writing, to the contact person(s) listed above in SBD 1 or below. Under no circumstances may any other employee within SANParks be approached for any information. SANParks reserves the right to place responses to such queries on the website.

Any queries regarding the bidding procedure may be directed to:

Department: Supply Chain Management
 Contact Person: SCM Manager: Mr. Fhatuwani Matshili
 Tel: 013 735 4311
 E-mail address: Fhatuwani.Matshili@sanparks.org

TERMS OF REFERENCE (ToRs)

- **BACKGROUND**

INTRODUCTION TO SANParks

SANParks was initially established in terms of the now repealed National Parks Act, 57 of 1976 and continue to exist in terms of the National Environmental Management: Protected Areas Act, 57 of 2003; with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: 25 public entities.

Our Vision is to have a world class system of sustainable National Parks reconnecting and inspiring society. Our Mandate is to deliver on our Conservation Mandate by Excelling in the Management of a National Park System. Our Mission is to develop, expand, manage, and promote a system of sustainable national parks that represents biodiversity and heritage assets, through innovation and best practice for the just and equitable benefit of current and future generations.

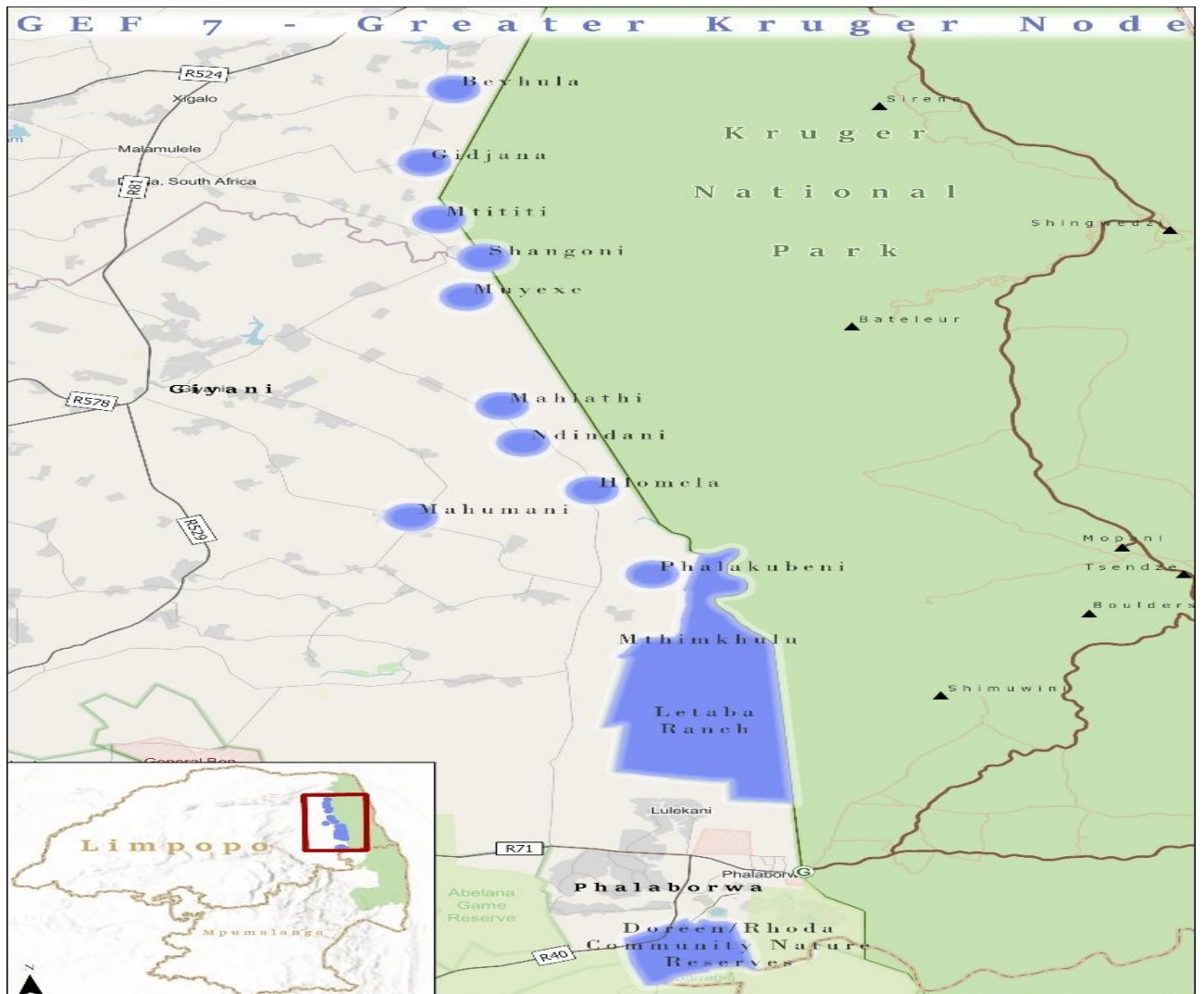
INTRODUCTION TO GEF 7

This GEF 7 project is supported by the World Bank and financed by the Global Environment Facility (GEF). The project aims “to leverage financial resources and improve capacity to implement the Biodiversity Economy and increase benefits from selected Protected Area landscapes to local communities”. The project will seek to transform South Africa’s wildlife economy to become inclusive and sustainable, supporting land reform beneficiaries and other communities in the project landscapes. Biodiversity economy encompasses the businesses and economic activities that either directly depend on biodiversity for their core business or that contribute to the conservation of biodiversity through their activities. The biodiversity economy includes the wildlife economy, bioprospecting, and ecotourism and is implemented within biodiversity economic nodes (BENs)

The BEN concept is based on the following key objectives and result areas:

- Leveraging natural assets for development
- Exploiting locational advantage for economic development
- Creating enabling infrastructure to support sustainable development.
- Establishing commercial and pragmatic partnerships
- Empowering people with the necessary skills
- Instilling good governance and empowering capable institutions

The GK BEN through the GEF 7 Program aims to sustainably utilize the natural resources and cultural assets to grow a vibrant local economy for the benefit of the local people in a responsible, participatory, and equitable manner. The following communities have been identified for the GEF 7 project within the KNP GEF 7 node:



• **OBJECTIVES OF WORK**

The primary objectives of the Leadership and Governance Training are to equip community leaders and structures with the skills to effectively manage and govern biodiversity economy projects/initiatives, as follows:

- i. Provide leadership and governance training for community structures, using the SANParks leadership and governance toolkit, to be developed in the Addo Node as a guide.
- ii. Review the governance toolkit and develop session plans and notes to guide the training.
- iii. Develop appropriate institutional capacity for proper governance.
- iv. Facilitate upskilling of the community leadership structures in the node.
- v. Strengthen governance at the community level to enable communities to participate in decision making, secure land tenure, manage and co-manage natural resources.

- vi. Foster a deep understanding of biodiversity conservation and stewardship and its role in sustainable economic development.
- vii. Enhance the capacity of community leaders to make informed decisions regarding the utilization of natural resources.
- viii. Promote collaboration and participatory decision-making among community structures and members for the benefit of the overall biodiversity economy project.

Lack of biodiversity governance is a key barrier to effective wildlife management outside the Protected Areas (PAs). Weak community leadership and governance has been identified as a gap that have impacts on the benefits and rights communities are able negotiate for and access. Moreover, a fractured relationship between community structures and community leadership can have significant and far-reaching effects on conservation efforts. A fractured relationship may result in short-term gains at the expense of long-term sustainability, as the community may not be invested in maintaining conservation practices over time. This training seeks to strengthen the leadership and coordination capacity within communities, enable them to engage in discussions strategically and systematically around natural resource conservation on their lands.

The targeted communities have elected community Management Committees (MANCO), through a process facilitated by SANParks, comprised of representatives from existing community structures within each community. These Committees are entry points and working directly with the GEF 7 project teams. SANParks also seeks to strengthen existing community structures/committees such as Communal Property Associations (CPAs) and Trust committees. By investing in the development of community leaders, we aim to create a more resilient, empowered, and united community that will be equipped with the knowledge, skills and capacity to implement biodiversity economy projects and manage these projects post the GEF 7 project towards long-term sustainability.

- **SCOPE AND EXTENT OF WORK**

The purpose of this training is to enhance the leadership and governance skills of community structures to manage and maximize biodiversity economy opportunities, ensuring effective implementation and management of biodiversity economy projects.

The scope of the work is around:

- ix. Conduct leadership and governance training sessions based on the Governance Toolkit.
- x. Prepare any additional training resources that may be needed to complement the toolkit.
- xi. Conduct/facilitate the training programme in the following languages: English, Xitsonga and Sepedi.
- xii. Provide at least two post training institutional support to each legal entity over a period of a contract.
- xiii. Issuing certificates of attendance to participants who successfully complete the training program.
- xiv. The service provider will further be expected to work with each community leadership/structure and provide customized technical support in the development of relevant governance documents, such as, not limited to the below:
 - The governing body's Constitution
 - Trust Deed Documents
 - Memorandum of Incorporation (MOI)

The training programme will cover the following areas:

- Leadership Skills Development: Training sessions on effective leadership, leadership values, ethics and morals, conflict resolution, communication, and decision-making.
- Governance and Decision-Making: Modules focused on community governance structures formulation and modus operandi, participatory decision-making processes, monitoring, evaluation and accountability mechanisms.
- Biodiversity Conservation: Training on the importance of biodiversity, sustainable resource management, and the role of communities in responsible conservation efforts. The training should also emphasize the concept of biodiversity stewardship, empowering community members to actively care for and manage local biodiversity.
- Economic Development: Sessions on exploring and leveraging biodiversity for sustainable and inclusive conservation-compatible economic activities/development, such as eco-tourism, non-timber forest products, agroecology, bioprospecting, wildlife economy etc.
- Convening meetings and reporting back to the community structures they represent.
- Building trust and social capital, mobilizing communities and public participation, network building, developing communities of learning / practice.
- Community beneficiation and identification of benefits.

- Developing an understanding of the regulatory and policy context of a Trust/CPA/TAs as an organization.
- Developing an understanding of a governing body's leadership role and its members' responsibilities.

The scope of the Leadership and Governance Training project covers the following areas within the GEF 7 footprint:

- Maseke
- Mashishimale
- Mthimkhulu
- Mahlathi
- Ndindani
- Hlomela
- Selwane
- Mahhumani
- Gidjana – Bevhula (Magona, Nghomu-Nghomu, Mashobye and Bevhula)
- Augastino Real Estate (ARE) Farm

The GEF 7 project outcomes are anchored around inclusive conservation compatible rural economic development with key outputs including:

- Supporting multi-stakeholder platforms to develop a shared vision for biodiversity economy nodes on land use and economic development.
- Promoting and supporting SMMEs through incubation and value chain feasibilities, capacity building, and small grants programs (small business incubation).
- Strengthening governance capacity.
- Community stewardship.

Envisaged benefits to be built upon, include sustainable utilization of natural resources, improved ecological infrastructure, entrepreneurship opportunities in the biodiversity, wildlife, and tourism economy as well as in the service support sector; employment through “green jobs” and benefits from ecosystem services such as improved water availability and quality in rivers, improving grazing lands for domestic livestock, sustainable harvesting and beneficiation of plant products through bioprospecting and wildlife products as applicable.

Estimated number of participants

The communities within the node vary and include Land Claimants, Traditional Councils, Communal Property Associations, Community Elected Committees and Trusts. The service provider will provide capacity support to an estimated 10 community structures within the Node, with each comprising of about 10 – 20 members. The estimated number of participants will be a maximum of 240.

• DELIVERABLES AND SCHEDULE FOR COMPLETION OF TASKS

The service provider will be expected to deliver for following:

| Activity | Expected output | Timeframe |
|---|---|---|
| Appointment of consultant | Signed contract | Contract signed by September 2024. |
| Inception meeting with GEF 7 team | Inception meeting to confirm approach and deliverables | Inception report and Project Implementation plan with milestone September 2024. |
| Develop additional training materials including PowerPoint Presentation, handouts that will complement the toolkit. | Additional training resources/materials | Approximately a month after signing of contract. |
| Develop assessment tools and methods to evaluate participants. Conduct competency assessment through intensive consultations and profiling for each community/ community leadership. | Assessment tool. Feedback/evaluation forms Stakeholder engagement plan Community profiling | Approximately 2 months after the signing of contract. 1. Assessment plan (skills audit and stakeholder analysis) 2. Stakeholder engagement plan 3. First Report |
| Provide customized technical support in the developing of relevant governance documents for each community/community structure and establish where necessary. | Assist communities with the following but not limited to: <ul style="list-style-type: none"> • Governing body's Constitution. • Trust Deed Documents • Memorandum of Incorporation (MOI) | |

| | | |
|---|---|---|
| Issue out certificates of attendance for participants a month after completion of the training programme | Certificates of attendance. | A month after completion of training. |
| <ul style="list-style-type: none"> • Compile a comprehensive final training report and presentation that includes the aggregated findings of the feedback/evaluation forms, and recommendations on way forward. • Post training support | <ul style="list-style-type: none"> (a) Final training report (b) Provide at least two post training institutional support to each legal entity over a period of a contract. | <p>Approximately 12 months after the signing of contract.</p> <ul style="list-style-type: none"> • Final Report |

- **SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT:**

SANParks will also provide the following in terms of logistical arrangements:

- Provide a database of communities to be trained and supported.
- Provide accommodation and catering (breakfast, lunch and dinner) for the participants.
- Provide the training venue/facility.
- Provide transport for the participants to (venue) and from (venue to) their homes.

- **KEY COMPETENCIES**

The Service Provider is required to have the following key competencies:

- In-depth knowledge and understanding of leadership theories and practices, governance frameworks and applications thereof, and best practices.
- Proven track record of leadership and governance assignments over the last five years.
- Knowledge of inclusive conservation-compatible rural economic development.
- The service provider must demonstrate gender sensitivity and inclusivity throughout the training process, ensuring the representation of women in all aspects of the training.
- Strong facilitation and presentation skills to effectively convey complex concepts and engage participants.

- Ability to adapt training methods to diverse learning styles.
- Be able to interact with a wide range of stakeholders and cultures, especially rural communities.
- Experience of working within the Greater Kruger region is advantageous.
- Team must have people who are conversant in English. Proficiency in Xitsonga and Sepedi will be an added advantage.

The service provider should describe how and why they are the best entity that can deliver these requirements with focuses aimed at their track record, financial position, certification and accreditation, personnel, etc.

- **CLIENT'S ASSIGNMENT MANAGEMENT ARRANGEMENT: INCLUDING PROCEDURES FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT AND FINAL REPORTS AND APPROVAL procedures.**
 - The Service Provider will be required to provide brief progress reports on bi-monthly basis for the duration of the project as agreed or when it is required based on the agreement with Project Manager.
 - The Service Provider shall submit project progress reports which clearly present work undertaken outlining activities and outputs thereof. Any proposed deviations from the original project implementation plan shall be explained to the Project Manager in writing and be approved by senior management and partners.
 - The project report (s) must be submitted in electronic formats. All such materials shall become the property of the SANParks and its partners, and no document may be reproduced, copied, or distributed without prior written consent of SANParks.
 - Provide training attendance registers.
 - Reports with regard to: Training & workshops; indicating numbers trained, race, gender, youth trained, disability, type of training and material used. Training/ Workshop report to also include recommendations from evaluation made by the trainees (self-assessment report).
 - The service provider will be required to issue certificate of attendance to all trainees that have successfully completed the programme.
 - Prepare and deliver presentations for reporting to the PMU as and when required.
- **LIST OF INDICATIVE KEY PROFESSIONAL POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED.**

The service provider is to provide a list of key experts required to deliver on the said activities. The table below has been populated to provide guidance on the Key Positions for this training, however service provider may modify it based on the assignment delivery approaches and methodologies. Bidders may propose their team on a separate annexure with the required expertise necessary to complete the project (individuals with all required expertise OR multiple experts required for the assignment).

| S. No. | Key Position | Area of Specific Expertise required | Minimum Qualification and Professional Experience Required | Indicative Key Staff inputs required in person months (can vary based on the methodology) |
|--------|------------------------|---|---|---|
| K-1 | Project lead | Community development and Facilitation Stakeholder engagement Project management | <ul style="list-style-type: none"> • Postgraduate qualification in community development or relevant qualification. • A minimum of 8 years' experience in biodiversity economy/ conservation related projects. • A minimum of 8 years' experience in community facilitation and conflict resolution | Engaged throughout project process (up to 12 months, part-time) |
| K-2 | Training facilitator | Planning and preparation Conducting training sessions Engagement and support Assessment and evaluation | <ul style="list-style-type: none"> • Degree in community development or relevant qualification. • Minimum 5+ years of relevant experience in the fields of Business/Economic development, Community/Rural economic development applied within the fields of environmental, protected areas, biodiversity sectors. • The training facilitator must be ETDP SETA (SAQA) accredited (NQF Level 5). • Demonstrate Training and Skills development experience in Leadership and Governance. • Experience in community facilitation and conflict resolution • Business management | Engaged throughout project process. |
| K-2 | Governance focal point | Community governance structures establishment and support Community facilitation and training | <ul style="list-style-type: none"> • Degree in community development or relevant qualification. • A minimum of 5 years' experience in application of conservation/environmental/land use/legislation. • A minimum of 5 years' experience in structuring & supporting governance structures at a community & landscape level | To provide more targeted inputs (up to 12 months part-time). |

- **Contract type and OTHER INFORMATION**

A Lump-Sum Contract type will be used for the project, wherein, the contractor/Consultant agrees to perform the scope of services for a fixed contract amount. Payment percentages or amounts may be linked to the completion of contractual milestones or determined as a percentage of the value of the work to be done.

The work should be completed within twelve months from the Inception meeting. Payments will be made once a deliverable has been completed and signed off by the project management unit. **The dates and timeframes are subject to change and will be discussed and agreed on during the inception meeting and Project Management meetings.**

Venues and transport for workshops will be paid for by SANParks. However, the Consultant must budget for its own staff travel and other expenditures (printing of reports, training material, accommodation etc.), inclusive of VAT. **SANParks travelling and accommodation rates will apply.** The estimated cost per deliverable is subject to change, and the applicant could motivate for a reasonable reallocation between deliverables as part of the application, which will be reviewed by the PMU. **Reallocation of deliverable payments during implementation need be approved by the PMU but may not exceed the allocated bid.**

- **CONTRACT PERIOD**

The work should be completed within twelve months of signing of the contract.

- **CONFIDENTIALITY**

All information, discussions, documents, learning material and reports that arise from this project must be regarded as confidential by the Contracted Company and its team. Only SANParks, or its partners, shall have the right to make public the results of this project.

- **EVALUATION CRITERIA**

Evaluation of proposals will be done according to the following criteria (sufficient information should be provided):

- Bidders must achieve/score a minimum of 70 points out of a possible 100 points to proceed to the second stage/phase of evaluation
- Bidder that fails to achieve/score the minimum threshold of (70) points per the functional requirements will be eliminated
- The onus rests with the bidder to supply sufficient information to allow for the proper scoring, evaluation and award of points.

To claim points in the functionality evaluation, bidders must provide documentation proof to support their claims regarding the following core competencies or areas:

| # | Criteria | Submission Requirements | Weight |
|---|-------------------------------|---|--------|
| 1 | Organizational experience | <p>Service providers should submit reference letters of previous similar work conducted. Trainee certificates will need to be submitted, and experience would need to reflect previous assignments.</p> <p>The reference letters must be signed, and contact details of the author must be provided. Letters not meeting this requirement won't be considered.</p> <ul style="list-style-type: none"> • Five (5) references and above in the past 5 years = 30 points • Three (3) to Four (4) references in the past 5 years = 20 points • One (1) to Two (2) relevant references in the past 5 years = 10 points • 0 = 0 points | 30 |
| 2 | Capacity and technical skills | <p>The service provider is required to provide CV's and qualifications of the facilitators based on the specific training that the service provider is applying for.</p> <ul style="list-style-type: none"> • More than 8 years' experience= 30 points • 5-8 years' experience = 20 points • Less than 5 years' experience= 10 points • No experience= 0 points | 30 |

| | | | |
|--|---------------------------------------|---|------------|
| 3 | Proposed project plan and methodology | <p>The service provider should provide a detailed training programme or additional training resources to complement the toolkit, based on the key areas identified.</p> <ul style="list-style-type: none"> • Satisfactory = 40 points • Good= 30 points • Fair = 20 points • Poor = 10 points • Non submission = 0 points | 40 |
| Total | | | 100 |
| Minimum qualifying score required | | | 70 |