

TENDER NOTICE
FOR THE PROVISION OF
International Training
TO THE
West Africa Biodiversity and Low Emissions Development (WABiLED) Program
Prime contract number: 7200AA18D00003/72062421F00005

Deadline for submission: 31 January 2023 18:00 (GMT)

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1. Background on the WABiLED Program

The West Africa Biodiversity and Low Emissions Development (WABiLED) Program is a four-year program funded by the United States Agency for International Development (USAID) with three core objectives: combat wildlife trafficking and enhance great ape conservation; reduce deforestation, forest degradation, and biodiversity loss in key transboundary forest landscapes; and reduce greenhouse gas emissions and increasing carbon sequestration from land use. WABiLED is implemented by Tetra Tech ARD with five subcontracting partners including TRAFFIC, Born Free USA, Winrock International, Re:wild and Dalberg Associates.

To achieve these ambitious objectives, WABiLED will work with public and private sector partners to strengthen the capacity of national and regional networks and institutions to enforce and prosecute wildlife trafficking laws across the region; implement regional and transboundary cooperation and biodiversity conservation strategies in the key forested countries of Guinea, Liberia, Cote d'Ivoire, and Sierra Leone; and improve capacity for economic planning and development of low emissions development strategies to reduce West Africa's greenhouse gas emissions thus contributing to national and global climate commitments.

WABiLED's activities at the regional, local, and national levels will generate knowledge and information that will ensure that conservation and development best practices can be used to inform laws and policies

2. Information on the Tender

2.1. Contractual conditions

Contractual agreement with the contractor, including the rights and obligations of the contractor, payment provision, acceptance of deliverables, performance of the contract, confidentiality, and checks and audits will be made with TRAFFIC.

2.2. Taxes

The costs in the financial offer should be inclusive of all taxes that the consultant is liable for in their country of registration. All rates indicated in the financial offer should be fully loaded, including taxes.

2.3. Incidental expenditure

Incidental expenditure incurred by the Contractor and, if applicable, approved by TRAFFIC shall be reimbursed in full.

2.4. Structure and content of the tender

Tenders must be presented as follows:

- I. Identification of the contractor (to be submitted by the contractor using the form provided in Template 1, in PDF).

The tender must include a cover letter signed by an authorised representative presenting the name of the contractor and the name of the single contact point (leader) in relation to this procedure if different.

- II. Contractor Background: organisation capacity and experience (to be submitted by the tenderer using Template 2, in PDF).
- III. CVs for the key personnel identified to deliver the Scope of Work (to be annexed with Template 2, in PDF)
- IV. Contractor Statement of Delivery (to be submitted by the contractor using Template 3, in PDF).
- V. Financial Offer and Budget (to be submitted by the contractor using Template 4, in two copies: one in PDF and one in its original MS Excel format).

2.5. Duration of the tender

The Scope of Work should be completed within 6 months of the signature of the contract. The execution of the tasks may not start before the contract has been signed by both parties.

2.6. Place of work

The place of performance of the tasks shall be the contractor’s premises or any other place indicated in the tender.

2.7. Period during which tenders are binding

Tenderers are bound by their tenders for 60 days after the deadline for submitting tenders or until they have been notified of non-award.

3. Tender Selection

3.1. Evaluation and Selection

The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points. Shortlisted applicants will be contacted and invited to present their proposal and a Q&A session for further clarification.

EVALUATION CRITERIA	SCORE
Capacity & Experience (Template 2):	
Relevance of experience	30
Personnel capabilities	10
Demonstrate understanding of the Scope of Work (Template 3):	
Understanding of the proposal	10
Clarity of the proposal	10
Approach of the work	20
Financial offer & budget (Template 4):	
Value for money	20
Max. TOTAL	100

TRAFFIC reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this contract or if the contractor or key personnel are found not to be eligible to receive USAID funding.

3.2. Notification of Decision

PROCESS	DATE
Deadline for requesting clarification from TRAFFIC	<i>19 Jan. 2023 18:00 GMT</i>
TRAFFIC to issue Q&As online at http://www.traffic.org/job-opportunities/	<i>24 Jan. 2023</i>
Deadline for receipt of tender by TRAFFIC	<i>31 Jan. 2023 18:00 GMT</i>
Presentations by shortlisted candidates	<i>Week of 13 Feb. 2023</i>
Completion of evaluation of tenders	<i>By 20 Feb. 2023</i>
Notification of award	<i>By 20 Feb. 2023</i>
Contract signature	<i>By 27 Feb. 2023</i>
Expected start date	<i>By 27 Feb. 2023</i>

4. Tender Submission

4.1. Checklist for Submission

Omitted documents from the submission pack may lead to exclusion of the tender. TRAFFIC reserves the right to request further information from tenderers.

DOCUMENT	INCLUDED
Identification of the Contractor (Template 1)	
Contractor Background (Template 2)	
CVs of key personnel	
Contractor Statement of Delivery (Template 3)	
Financial Offer and Budget (Template 4)	

4.2. Submission Process

Tenders should be marked **WABiLED TENDER – Training Consultant** and submitted to katherine.robinson@traffic.org

To be received by 31 January 2023, 18:00 GMT

For information or queries regarding the tender contact Katherine Robinson:

Email: katherine.robinson@traffic.org

Annex 1: TRAFFIC Terms of Reference - Consultancy

Annex 2: Draft Contract Template

APPLICATION TEMPLATES

Template 1: Identification of the Contractor

Services to be provided:	Training Consultant
Project:	USAID West Africa Biodiversity and Low Emissions Development (WABiLED) Program

COMPANY OR INDIVIDUAL:	
Name:	
Address:	
Website (if applicable):	
Country of registration for tax purposes	
Are taxes included in your tender budget? Y/N	
If Yes, what is the percentage?	

PERSON AUTHORISED TO SIGN CONTRACT:	
Name and Position:	
<i>Address where contract should be sent (if different from above):</i>	

PERSON FOR ROUTINE CONTACT:	
Name and Position: <i>(if different from above):</i>	
Address:	
Telephone and E-mail:	

STATEMENT

I, the undersigned, being an authorised signatory of the above contractor, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We have no conflicts of interest that have not been disclosed and are eligible to receive USAID funding. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer and our Financial offer:

- Template 1: Identification of the Contractor
- Template 2: Contractor Background
- Key personnel CVs
- Template 3: Contractor Statement of Delivery

- Template 4: Financial Offer and Budget

[We undertake to guarantee the eligibility of any subcontractor(s) for the parts of the services for which we have stated our intention to subcontract in the Contractor Statement of Delivery.] *(delete this sentence if not applicable).*

This tender is subject to acceptance within the validity period stipulated in Clause 2.9.

Authorised Tenderer Representative:

Signature:

Date:

Template 2: Contractor Background

1. CONTRACTOR RESOURCES

Provide the following statistics on staff for the current calendar year and the two previous years.

Annual Staffing	Year before prior		Prior year		Current year		Period average	
	Overall	Relevant skills	Overall	Relevant skills	Overall	Relevant skills	Overall	Relevant skills ¹
Permanent staff								
Other staff								
Total								

Does your company rely on sub-contractors to respond to significant components of the proposed services under this tender? YES / NO (delete as applicable)

If YES, please list NAME, ADDRESS, WEBSITE, COUNTY OF REGISTRATION for proposed sub-contractors

2. KEY PERSONNEL

Identify the key person(s) who will be delivering the Scope of Work, the role they will deliver, and past experience (100 words per person).

NAME	SUMMARY OF EXPERIENCE AND ROLE	F/T or P/T

Include additional rows as necessary.

Please submit CVs for key personnel identified above.

¹ Number of staff with experience relevant to the Scope of Work

3. EXPERIENCE

Please provide three examples of relevant experience within the past 3 years (max 3 pages):

CONTRACTING COMPANY/ORGANISATION					
COMPANY/ORGANISATION CONTACT					
Overall contract value (USD):	\$	No. of staff included:		Dates (start/end):	
Description of role and deliverables		Approaches that made the delivery a success		Challenges that were addressed	

CONTRACTING COMPANY/ORGANISATION					
COMPANY/ORGANISATION CONTACT					
Overall contract value (USD):	\$	No. of staff included:		Dates (start/end):	
Description of role and deliverables		Approaches that made the delivery a success		Challenges that were addressed	

CONTRACTING COMPANY/ORGANISATION					
COMPANY/ORGANISATION CONTACT					
Overall contract value (USD):	\$	No. of staff included:		Dates (start/end):	
Description of role and deliverables		Approaches that made the delivery a success		Challenges that were addressed	

Template 3: Contractor Statement of Delivery

Please provide a description of how you/your company would approach the Terms of Reference (Annex 1) identifying: potential stakeholder dynamics and challenges; exercises that could be used to ensure stakeholder voices are heard and documented; approach to conduct needs assessments; coordinating workshop logistics and ensuring key stakeholders are in attendance; and ensuring the training is appropriately linked to best international practices, taking in to account relevant provisions of CITES, UNTOC, UNCAC, FATF, significance of UN Resolution 2396(217) in relation to training of agencies at airports and national and regional imperatives.

Template 4: Financial Offer and Budget

Please complete the supporting Excel template.