

giz GIZ Office Gaborone, Private Bag X12, Village, Gaborone

**German Development Cooperation  
GIZ Office Gaborone**

**1st floor Marula House, New CBD,  
Plot 54358, Prime Plaza,  
Gaborone, Botswana**  
T +2673957400  
F +2673959750  
Email: dimpho.keitseng@giz.de

**Reference number:** 83363154  
**Processing no.:** 14.2453.0-001.00  
**Project name:** SADC/GIZ Transboundary Use and Protection  
of Natural Resources in the SADC Region  
**Project title:** Development of a Value of SADC TFCA Study  
**Country:** Botswana

Your reference  
Our reference

Date: 14<sup>th</sup> September 2020

Dear Sir/Madam,

The German International Cooperation (GIZ) supports the Food, Agriculture and Natural Resources (FANR) Directorate of the Southern African Development Community (SADC) in the implementation of SADC protocols and strategies for natural resource management, including the development of Transfrontier Conservation Areas, through the SADC/GIZ Project "Transboundary Use and Protection of Natural Resources Programme (TUPNR)".

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36  
53113 Bonn, Germany  
T +49 228 44 60-0  
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
F +49 61 96 79-11 15

E info@giz.de  
I www.giz.de

Registered at  
Local court (Amtsgericht)  
Bonn, Germany  
Registration no. HRB 18384  
Local court (Amtsgericht)  
Frankfurt am Main, Germany  
Registration no. HRB 12394

Chairman of the Supervisory Board  
Martin Jäger, State Secretary

Management Board  
Tanja Gönner (Chair)  
Thorsten Schäfer-Gümbel

To facilitate the implementation of the SADC TFCA Programme, the SADC TFCA Network was established in September 2013. The objective of the Network is to overcome TFCA challenges through shared learning, knowledge management and collaboration. In August 2019, the SADC TFCA Network Steering Committee met in Livingstone, Zambia to prioritise support to TFCAs Programme implementation. The meeting among others, identified the need to develop a business case for SADC TFCAs and a study on the value of TFCAs. The main aim is to better quantify and influence SADC Member States to appreciate the value of these transboundary socio-environmental systems and attract support of governments, donors and stakeholders. In March 2020 the Network established a working group that developed a draft outline of the proposed "The Value of SADC TFCAs in the Post Pandemic World" (referred to as 'the Report'). The final report will provide the business case for investing in TFCAs.

It is against this backdrop, that TUPNR is looking for a consultant or consortium (referred to as 'the Consultant) to further consult and lead the write-up of the final report, in close collaboration with the established working group and the SADC TFCA Network Steering Committee. The proposed study outline of the Report (**Annex 2**) should form the basis for the technical proposal, and combine different valuation methodology, both economic (including non-monetary ecosystem service values) and financial analyses.

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For more detailed information please refer to the attached Terms of Reference and draft outlined of the proposed Report should you be interested in participating in the tender.

### **Submission deadline**

Should you be interested in implementing the tasks according the Specifications (**Annex 1**), please submit your bid in three (3) copies at GIZ office by **Tuesday 29th September 2020, 14:00 p.m.** Please note that tender bids submitted by **email will not** be accepted. Kindly send your tender bids by **courier** or **hand deliver** to:

### **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**

**GIZ Office Gaborone  
1<sup>st</sup> Floor, South Wing, Morula House  
Plot 54358, New CBD  
Gaborone, Botswana**

### **Labelling of offer**

Your bid, comprising the **technical offer** and the **price offer**, must be clearly marked as such and submitted in a package containing two envelopes. The price offer must always be separate from the technical offer and placed in a separate envelope. Kindly send 1 original and 3 copies of technical offers and 1 (one) financial offer.

The envelope containing the price offer using the financial offer form (**Annex 4**) with the bidder's name on the right corner must be sealed and be labelled as follows:

**Price offer for:  
Development of a Value of SADC TFCA Study  
Reference number: 83363154  
– to be opened by GIZ procurement unit only –**

The envelope containing the technical offer with the bidder's name on the right corner must be sealed and be labelled as follows:

**Technical offer for:  
Development of a Value of SADC TFCA Study  
Reference number 83363154  
– to be opened by GIZ evaluation team & Procurement Unit –**

Interested bidders are requested to submit technical offer based on the criteria of the assessment grid (**Annex 3**) and their latest CV. The technical offer should not exceed four pages, including interpretation of the assignment, work plan and proposed methodology/strategy.

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The outer package with the bidder's company name on the right corner must be labelled as:

**Bidding documents for:**  
**Development of a Value of SADC TFCA Study**  
**Reference number 83363154**  
**– to be opened by GIZ Office and the Project –**

### **Price offer**

The price offer must be submitted in accordance with the attached format for the price offer and General Terms and Conditions. Personnel costs should be shown per expert assigned for the measure. Travel costs and all other costs must be shown separately. All communication related costs, stationery and printing costs for reports must be included in the calculation. Please submit your offer in the currency of your country; during the financial evaluation the amounts will be converted using the exchange rate of the day from the converter Infor Euro:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/infoeuro_en.cfm)

### **Alternative offers**

No alternative offers are permitted.

### **Procedural questions**

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the latest five working days before the closing of the tender. Questions have to be raised *in writing, by email only* to:

**Ms Dimpho Keitseng**  
**fax +267-3959750 or**  
**email: [Dimpho.keitseng@giz.de](mailto:Dimpho.keitseng@giz.de)**

Non-compliance may result in your bid not being considered.

### **Evaluation of Offer**

After the final technical evaluation, technical offers scored 500 points and above only their financial bids will be opened and evaluated. Technical offers below 500 points will be considered as technically not acceptable. The weightings are as below for Technical (T) and Financial (F);

T: 70%, the price offer and F: 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

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The contract will be awarded to the bidder with the highest score (Technical plus Financial weighing), and in case of achieving the same score, a priority is given to the bidder who submitted their bid earlier. Contractual negotiations are generally commenced with the bidder achieving the highest score. Should these negotiations not be successful, the second highest scorer on the list shall be invited to commence negotiations.

#### **Date of decision to award contract**

For procedural reasons, no information on the status of the evaluation will be given pending the decision on contract award. We would therefore ask you to refrain from making enquiries about this. Only the winning bidder will be informed.

#### **Acceptance period and Commencement of work**

Please note that you are bound by your bid for 90 days.

GIZ reserves the right to accept, reject and/or cancel any or part of the bid.

GIZ also reserves the right to cancel the bid entirely.

Yours truly,

#### **Annexes**

1. Terms of Reference
2. Proposed study outline of the Report
3. Technical Assessment Grid
4. Budget allocation form (for financial proposal)
5. GIZ General Terms of contract