



**Request for proposals (RFP) for: Regional Projects Manager – Africa**

The Zoological Society of London (ZSL), a charity founded in 1826, is a world-renowned centre of excellence for conservation science and applied conservation, working in over 50 countries around the world.

Since 2007, ZSL’s EDGE of Existence programme ([www.edgeofexistence.org](http://www.edgeofexistence.org)) has sought to conserve the world’s most Evolutionarily Distinct and Globally Endangered (EDGE) species through raising awareness, initiating conservation and building capacity in countries in which they occur.

You are invited by us (“ZSL”) to submit a proposal for the provision of services detailed in the requirement section of this document. Your Proposal must be received by midnight GMT, **Wednesday 30<sup>th</sup> Oct 2019**.

It is the responsibility of all Proposers to ensure that their response (Proposal) is received no later than the appointed time. ZSL may undertake not to consider Proposals received after that time.

ZSL are not bound to accept the lowest priced or any Proposal and shall not be bound to accept the Proposer as sole supplier. Prices quoted shall remain firm for the duration of the contract. All applicable tax must be clearly shown.

The Proposal will be evaluated using the following criteria and weightings:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Price (criteria – overall cost)	10%
Quality (logic, thoroughness, well-researched, clarity)	30%
Technical Merit (experience with providing technical support, project planning, project development, sampling methodologies, analysis and interpretation of results, logistics fundraising, promotion and media outreach)	60%

By providing us with a Proposal you agree to be bound by ZSL’s Terms and Conditions which are available for viewing at <http://www.zsl.org/goodsandservices> which will apply to any contract awarded to you after you have provided us with the Proposal. Proposers also agree at all times to comply with ZSL’s Supplier Code of Conduct available for viewing at <http://www.zsl.org/about-us/sustainability-at-zsl/supplier-code-of-conduct>

**IMPORTANT: Proposers must confirm their intention to submit a Proposal by Wednesday 16<sup>th</sup> October 2019.** Please see section 1.6 Proposal Acknowledgement for instructions.

Enquiries and responses regarding this RFP should be addressed to Claudia Gray at ZSL's EDGE of Existence Programme via email [claudia.gray@zsl.org](mailto:claudia.gray@zsl.org).

Yours faithfully,



Claudia Gray  
EDGE of Existence Conservation Science Manager

## 1. BACKGROUND

ZSL is an international conservation charity, and our vision is a world where wildlife thrives. We're working every day to achieve this, through our science, our field conservation around the world and engaging millions of people through our two zoos, ZSL London Zoo and ZSL Whipsnade Zoo.

### **Acting ethically, responsibly and sustainably**

We aim to operate in fair and justifiable ways that do not conflict with our mission and objectives, and which respect the environment.

### **Valuing everyone we work with**

We support and value teamwork and collaboration, strive for fair and equitable treatment of everyone with whom we work and come into contact, and aim to act with respect and courtesy in all our dealings.

We look for contractors with a business approach and ethic which is consistent with these values.

## 2. INSTRUCTIONS TO PROPOSERS

### 2.1 Definitions

For the purpose of this RFP and any subsequent contract the following definitions, unless otherwise noted, apply.

<b>ZSL</b>	Means Zoological Society of London [Reg. Charity 208728]
<b>Contract</b>	Means any contract that results from this Request for Proposal
<b>Proposal</b>	Means a written offer submitted in response to this Request for Proposal

<b>Proposer</b>	Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposal
<b>Requirement</b>	Means the supply to be made by the entity that forms a Contract with ZSL in accordance with Part 2 of the RFP.

## **2.2 Amendments to RFP documents**

ZSL may amend the RFP documents by issuing notices to that effect to all Proposers and may extend the RFP closing date and time if deemed appropriate.

## **2.3 Proposal Submission**

Your proposal should be emailed to:

Claudia Gray, [claudia.gray@zsl.org](mailto:claudia.gray@zsl.org)

Your email and tender should be clearly marked:

EDGE Regional Projects Manager Africa

## **2.4 Acceptance of Proposals**

A Proposal will not be accepted by ZSL unless and until ZSL has signed a Contract.

## **2.5 Confidentiality**

All documents issued as part of RFP process are proprietary to ZSL and the information contained herein is confidential.

Except as required for the preparation of a Proposal, Proposers must not, without ZSL's prior written consent, disclose to any third party any of the contents of the RFP documents. Proposers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

The Proposers' response will be held in the strictest confidence, and all decisions regarding the selection of a Proposer and all negotiations will be final and confidential.

## **2.6 Proposal Acknowledgement**

By participating in this RFP Proposers are indicating their acceptance to be bound by conditions set out in this Part of the RFP.

Proposers must acknowledge this acceptance and provide contact details of the sole point of contact for all matters relating to the RFP, in writing, to ZSL by 16<sup>th</sup> October 2019.

When responding please include the following:

Company Name (if applicable):

Contact Name:

Job Title:

Phone number:

Email:

### 3. THE REQUIREMENT

<p><b>INTRODUCTION</b></p>	<p>The Zoological Society of London’s EDGE of Existence Programme is seeking a Consultant Regional Projects Manager to support all EDGE activities within this region.</p>
<p><b>SUMMARY</b></p>	<p>This Consultant, under the supervision of the EDGE of Existence Conservation Science Manager (based at the ZSL headquarters, London, UK), will oversee EDGE Fellows and work with other EDGE projects within Africa. The Consultant may be home-based or sit within a mutually agreed nominated organisation, with regional and international travel as required.</p> <p>The contracted consultant will be a resident of any country on the African continent. We have a slight preference for the following countries due to the greater likelihood of new EDGE fellowships in these countries in 2020: Cameroon, Côte d’Ivoire, Democratic Republic of Congo, Ethiopia, Ghana, Kenya, Madagascar, Morocco, Namibia, Nigeria, South Africa, Sierra Leone, Tanzania, Togo, Zimbabwe.</p> <p>The contracted consultant will provide an important support service for ZSL’s EDGE of Existence Programme, providing technical and logistical support for regional EDGE projects, including Fellows, training courses and expeditions as appropriate; as well as assisting with regional promotion and fundraising.</p>
<p><b>DELIVERABLES</b></p>	<p>DELIVERABLE 1: Ensure successful Fellowship completion (including all outcomes) for up to 13 new Africa Fellows, support 6 existing Africa fellows and 2 existing scale-up awardees with ongoing work.</p> <ul style="list-style-type: none"> <li>• In collaboration with the EDGE Marine Biologist and Social Dimensions Specialist, provide ongoing supervision and mentorship to Fellows and contact with Fellows’ in-country supervisors.</li> <li>• This will include technical support focussing on project planning, project development, implementation, sampling methodologies, statistical analysis, interpretation of results and publication in peer-reviewed journals.</li> </ul> <p>DELIVERABLE 2: Assist with delivery of the EDGE Conservation Tools training course.</p> <ul style="list-style-type: none"> <li>• Support coordination and logistics of training courses, primarily the regional four-week EDGE Conservation Tools training course</li> </ul>

	<p>(scheduled for Jan/Feb 2019), following instructions from the EDGE team.</p> <ul style="list-style-type: none"> <li>• Assist with teaching on the courses, delivering lectures according to expertise and carrying out one-to-one supervision of EDGE fellows.</li> </ul> <p>DELIVERABLE 3: Undertake field visits to Fellows, projects, courses and expeditions as required.</p> <ul style="list-style-type: none"> <li>• Undertake visits or assist ZSL staff to undertake visits to EDGE Fellows and ZSL projects, which may include expeditions, as required.</li> <li>• To include planning, logistics, budgeting and implementation of visit and delivery of technical support and supervision during visit.</li> </ul> <p>DELIVERABLE 4: Secure further funding and prospects for EDGE activities in Africa and deliver on management and reporting obligations for existing funders.</p> <ul style="list-style-type: none"> <li>• Support the EDGE team and Fellows to produce funding proposals, for both large and small grants for fellowships and projects in Africa. This may include leading on funding application if appropriate.</li> <li>• Maintain, develop and build effective working relationships with existing and prospective partner organisations throughout the region.</li> <li>• Maintain, develop and build effective working relationships with regional sponsors and donors in order to generate and secure funding for the EDGE of Existence programme, including providing timely information for reporting to donors.</li> </ul> <p>General responsibilities in addition to deliverables above:</p> <ul style="list-style-type: none"> <li>• Represent ZSL and the EDGE of Existence programme to the scientific community and the general public in the region and provide information as needed for use internally by ZSL. This may include talks, conferences, workshops; and media opportunities such as television, radio and newspaper interviews; and the publication of both popular articles, survival blueprints and scientific papers.</li> <li>• Assist with administrative support for Africa projects and Fellows.</li> </ul>
<p><b>REQUIREMENTS</b></p>	<p><b>Expectations of Consultant</b></p> <ul style="list-style-type: none"> <li>• The ability to build and maintain strong working relationships with staff and EDGE Fellows through remote communication (such as skype/email/phone) is essential, as advising, mentorship and training forms a major part of this role.</li> <li>• To ensure that technical or methodological concepts are fully understood by EDGE Fellows from a range of cultural and language backgrounds at different levels of expertise.</li> <li>• Develop and maintain good working relationships with current and potential regional partner and donor organisations, communicating the aims and achievements of the programme in an engaging way.</li> <li>• To ensure that the ZSL policy for equality of opportunity is adhered to and promoted in all aspects of the Consultant's work.</li> </ul>

- To ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this Consultancy.
- Demonstrate professionalism towards sensitive and confidential information in line with the ZSL confidential information policy.
- To comply with and promote ZSL Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- To be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- To undertake such other duties as may be required in line with the consultancy.

**Working Conditions**

- The consultant may be either home-based or within a nominated organisation, as mutually agreed, within South or East Africa.
- Able and willing to work long hours and over weekends when required, for example on training courses or project visits.
- A significant proportion of the consultant's time will be spent in field conditions, providing training, and undertaking project visits/expeditions.
- The consultant will be expected to travel to London periodically, to ZSL's Headquarters.

**Qualifications & Experience**

- Post-graduate qualification in a relevant subject or relevant experience (minimum MSc, PhD preferred)
- Expertise in conservation and research of at least one of the following EDGE focal taxonomic groups: mammals, amphibians, reptiles, birds.
- Experience teaching, mentoring or advising on conservation activities.
- Experience in coordinating conservation or development projects.
- Experience in the logistics of running training courses and/or project activities.
- Experience in the planning, funding, implementation, reporting and promotion of conservation projects.

**Knowledge**

- An advanced understanding of conservation research and conservation project design
- Knowledge of a range of ecological research methodologies and analysis techniques

**Skills & Abilities**

- Fluent in written and spoken English and at least one other language
- Skills in using MS office packages, specifically Excel and PowerPoint and in data analysis tools including statistical (ideally R) and GIS (ideally QGIS) software.

	<ul style="list-style-type: none"> <li>• Excellent written communication and interpersonal skills and the ability to secure trust and co-operation.</li> <li>• Ability to communicate effectively with colleagues remotely.</li> <li>• An ability to manage competing priorities effectively.</li> <li>• An ability to work well under pressure.</li> </ul> <p><b>References</b></p> <ul style="list-style-type: none"> <li>• Please provide names and contact details for two referees for which you have delivered services, preferably services which relate to the content of RFP.</li> </ul>
<p><b>EXCLUSIONS</b></p>	<p>Proposers will be excluded from this RFP if:</p> <ul style="list-style-type: none"> <li>• they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;</li> <li>• they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of <i>res judicata</i>;</li> <li>• they have been guilty of grave professional misconduct proven by any means which the Beneficiary(ies) can justify;</li> <li>• they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Beneficiary(ies) or those of the country where the contract is to be performed;</li> <li>• they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.</li> <li>• they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of <i>res judicata</i> for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the EU's financial interests;</li> <li>• they are currently subject to an administrative penalty referred to in section 2.3.4 of the Practical Guide</li> </ul>

	Proposers must clearly certify in their response that they are not in one or more of the situations listed above.
<b>CONSULTANCY DATES</b>	<i>December 2019 – December 2020 (with options where agreed for extension to April 2022)</i>
<b>PAYMENT</b>	<p>Payment to consultant will be made based on receipt of invoice on a monthly basis, reporting against each of the agreed deliverables to the EDGE Conservation Science Manager.</p> <p>Reasonable expenses incurred in the course of delivering the contract, such as for field visits, will be reimbursed in accordance with ZSL policy.</p>
<b>APPLICATION DETAILS</b>	<p>Applicants should apply via email to <a href="mailto:Claudia.Gray@zsl.org">Claudia.Gray@zsl.org</a> and include:</p> <ol style="list-style-type: none"> <li>1. a CV</li> <li>2. a cover letter</li> <li>3. a technical and financial offer (no more than 4 pages) detailing your proposed fees, how you meet the requirements above, your proposed office arrangements and details of how you will provide each of the deliverables above. You should highlight past experience or achievements as evidence of your ability to achieve each of the deliverables. See template below.</li> </ol> <p>You must ensure that your technical and financial offer includes your terms of contract covering all fees and desired benefits.</p> <p><b><u>Please provide all fees in the currency of United States Dollars (USD).</u></b></p> <p><b><u>The contractor will be responsible for all registration, taxes and other payments and deductions as required in their country of residence.</u></b></p> <p>We regret that we will only be able to contact Proposers who have been selected for interview. Closing date for applications is midnight GMT, Wednesday 30th Oct 2019. Interviews will most likely be held by skype on the 6<sup>th</sup> November 2019.</p> <p><b>The Zoological Society of London is a charity registered in England and Wales: no. 208728.</b></p>



#### **4. INFORMATION TO BE PROVIDED BY THE PROPOSERS**

This part details all the information Proposers are required to provide to ZSL. Submitted information will be used in the evaluation of the Proposals.

Part A	Pricing	<i>To complete &amp; return either on own document or with this Proposal</i>
Part B	Quality of Service and Technical Merit	<i>To complete questions in part B of this document</i>
Part C	Contractual Requirements	<i>To complete part C of this document</i>

**Please use this template to complete your technical and financial offer. After you have entered your text, this should be no longer than 4 pages.**

**PART A – Pricing**

Please submit pricing detailing all of your charges and costs for the required services. All costs for the whole of the contract must be stated clearly. Costs should be in USD and include all taxes for which you are responsible in your country of residence. When appropriate, please provide breakdown of costs. ZSL will not be liable to pay any costs that are not clearly stated within the Proposal.

**PART B – Quality of Service**

**Q1. Please explain how you meet the requirements set out in Part 3 of the RFP? Please specify how you meet the expectations, qualifications, experience, knowledge, skills and abilities.**

**Q2. Please detail here the relevant experience and expertise you have that will enable you to provide each of the deliverables set out in part 3 of the RFP?**

Deliverable	Details of the relevant expertise and experience that will enable you to provide this deliverable to a high standard
1 – support fellows and scale up awardees	

2 – training course	
3 – project visits	
4 – fundraising assistance and networking	
General responsibilities – communication of our conservation work and administrative report	

Q3. Please detail your proposed work arrangement.

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PART C – Contractual Requirements

All agreements shall be governed by ZSL’s Standard Terms and Conditions for Goods and Services which can be referenced at <http://www.zsl.org/goodsandservices>

	Agree? Y/N
The Proposer understands that all agreements shall be governed by ZSL’s terms and conditions and the Proposer shall be bound by them.	

If you are unable to meet these terms, please make reference to this in your response.

I confirm on behalf of the Proposer that the responses given above are true and complete and that I have not given any information or omitted to give any information the effect of which could be misleading.

Signed for, by and on behalf of **Enter Proposer Name**

Signed.....

Name.....

Position.....

Date.....