



**WWF South Africa**  
World Wide Fund For  
Nature

Reg. No: 003-226 NPO  
VAT No: 4820122481  
Web: www.wwf.org.za  
PBO No.: 130002490

**Head Office:**  
Boundary Terraces  
Bridge House, 1<sup>st</sup> Floor  
Mariendahl Lane  
NEWLANDS 7700  
P O Box 23273  
CLAREMONT 7735  
Tel: +27 21 657 6600  
Fax: 086 535 9433

**Gauteng Office:**  
23 Melle Street  
Cnr De Korte Street  
BRAAMFONTEIN 2001  
Postnet Suite 1  
Private Bag X4  
BRAAMFONTEIN 2017  
Tel: +27 11 339 1152  
08610 WWFSA (99372)  
Fax: 086 538 7391

# Request For Proposal

## Appointment of an independent Service Provider to develop a management strategy for Endangered, Threatened and Protected Species (ETPs) encountered in the Tuna Pole and Line/Rod & Reel fishery

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You are invited to submit a proposal based on the information contained in this request for proposal (RFP) for World Wide Fund for nature South Africa, hereinafter referred to as WWF.

### Table of Contents

<b>Introduction.....</b>	<b>2</b>
<b>General information.....</b>	<b>3</b>
<b>Evaluation.....</b>	<b>4</b>
<b>Terms and Conditions.....</b>	<b>5</b>
<b>Annexure 1: TERMS OF REFERENCE.....</b>	<b>7</b>



## 1. Introduction

WWF is seeking to engage a service provider for the review of a programmatic body of work in its Marine Programme.

### **Appointment of an independent Service Provider to develop a management strategy for Endangered, Threatened and Protected Species (ETPs) encountered in the Tuna Pole and Line/Rod & Reel fishery (See Annexure 1)**

The World Wide Fund for Nature (WWF) is one of the world's largest and most respected independent conservation organizations with almost 6 million supporters and a global network active in over 100 countries. WWF's mission is to stop the degradation of the earth's natural environment and to build a future in which humans live in harmony with nature, by conserving the world's biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of pollution and wasteful consumption.

WWF South Africa (WWF-SA) is a national office that is part of the global WWF network. We are a local Non-Government Organizations (NGOs) that for more than 50 years has worked towards the aim of inspiring all South Africans to live in harmony with nature, for the benefit of our country and the well-being of all our people.

WWF-SA looks to, inter alia, raise awareness of key environmental issues and mobilizing consumer action through communications and campaign partnerships. In so doing promoting sustainable consumption and products, and actions that safeguard important ecosystems and endangered species.

The Fish For Good initiative is a Project Pre-Assessment (PPA) funded by the Dutch Postcode Lottery, administered by the Marine Stewardship Council (MSC) and with WWF-SA as the implementing partner in the project. The aims of the Fish For Good project are to contribute to the building of sustainable fisheries infrastructure in South Africa, Indonesia and Mexico to improve environmental sustainability and bring about socio-economic benefits for fishing communities.

The project uses the Project Pre-Assessment model involving a country-specific analysis of fisheries and recently aquaculture as a way of introducing the MSC programme to small-scale fisheries, and coastal fishers. The MSC has shown that its fishery certification and eco-labelling programme can drive improvements amongst fisheries leading to healthier oceans by leveraging market incentives on offer by the MSC programme.

In South Africa, the Fish For Good PPA has mapped fifteen (15) fisheries, conducted nine (9) pre-assessments and selected five (5) fisheries to go for development of action plans and implementation through Fishery Improvement Projects (FIP's). One of the fisheries chosen for the FIP stage is the Albacore tuna – pole & line fishery.

FIPs are considered a key tool for a stepwise approach to achieving focused targets, especially as it relates to priority species and fishery sectors. As a means of addressing deficiencies in the fishery, FIPs are useful tools for bringing stakeholders together to: improve overall fishing practices; enhance the management of the fishery; establish critical partnerships; generate community support to inspire change in other fisheries in South Africa, and improve the accessibility of the MSC standard in South Africa and other countries in the global South. WWF-SA, through the Fish For Good Project, brings



together a wide range of fishery stakeholders to collaborate to improve fishing practices and management to enable the Albacore tuna - pole & line/ rod & reel fishery to reach a level consistent with an unconditional pass against the MSC standard.

The Albacore tuna pole & line/ rod & reel FIP aims to deliver the following:

- Support a submission to the International Commission of Conservation of Atlantic Tunas (ICCAT) through stakeholder intervention, to develop well-defined Harvest Control Rules that take into account a wide range of uncertainties in the fishery.
- Developing an explicit Fishery management plan with long-term and short term objectives in South Africa for large pelagics.
- Development of a system to collect detailed at-sea catch information for all species inclusive of target species, bycatch and Endangered Threatened and Protected species.
- Assess and quantify the risk to Endangered Threatened and Protected species and developing a monitoring programme thereof.
- Develop a strategy to minimize impacts on Endangered Threatened and Protected species encountered with the fishing gears which include seabirds and sharks.
- Demonstrate monitoring, control, and surveillance (MCS) system effectiveness by developing a compliance strategy and producing annual compliance reports.

## 2. General Information

### 2.1. The Request for Proposal (RFP) process

The RFP is expected to run as follows.

RFP Task	Date
Closing date for submission of proposal	08 December 2023
Acknowledge of receipt and interest to participate received by Primary participant	09 December 2023
WWF RFP review panel sitting	11 December 2023
Applicant engagement and reference checks	12 December 2023
Award work to successful bidder	13 November 2023
Contracting process with successful bidder	14 December 2023
Proposed Commencement/Implementation start date	18 December 2023

Note: WWF reserves the right to alter the dates listed above. Any such alterations shall be communicated to all parties that confirmed their intend to propose.

### 2.2. Primary Contact

Phillip Tjale, Fisheries Improvement Project Coordinator  
 Email: [ptjale@wwf.org.za](mailto:ptjale@wwf.org.za)



### 2.3. Response Format

Please use the layout below in your response and provide detailed written responses to the requirements and questions raised in this RFP. Each section in the response should be addressed individually. Responses should be prepared in a simple and straightforward manner, and in the format outlined below.

Response Outline:	
Chapter 1: Cover letter	Overall introduction to the proposal. Please clearly state your understanding of what is being asked and provide motivation of why you should be awarded the bid
Chapter 2: Executive summary	Overview of the proposed approach, scope, timeframes, team, experience and pricing breakdown.
Chapter 3: Review requirements delivery	Detailed approach and plan for conducting the review, recommendations, and action plan
Chapter 4: Output	Clear statement of outputs to be delivered and a table of relevant competencies, experience, and references. Where you have employed other opinion leaders for this review, please reference them as well and motivate their credibility as experts
Appendices	Company Profile BEE Status (Certificate or Affidavit) Bank Letter Tax Compliance Status letter with TCS PIN Contactable References

Items that were specifically asked, but not addressed in your response will be assumed as not available or not supported by your proposed solution. Comments should be included where the proposed application only partially satisfies the requirement, where the requirement is satisfied with a “work-around”, or when a third-party introduction or a customization would be required. Where information must be provided in narrative form, your response should be as clear and concise as possible. As stated above, the materials should be numbered, labelled, and sequenced to coincide with the format followed in this RFP. Please do not use marketing or public relations materials as the substance of a proposal. Generally, such materials should only be submitted as addenda to the substantive proposal.

### 3. Evaluation

- 3.1. Proposal(s) will be evaluated by an WWF internal review panel that will score your responses to the RFP. Bidder(s) may be invited for an interview where the panel requires clarity on the proposal(s).
- 3.2. The evaluation of proposals will be carried out in two phases. The proposals will be assessed in terms of compliance with the scope of work and the expertise (5.2) and then the qualifying quote will be assessed in terms of price and BBBEE.



3.3 The panel will use the following scoring matrix to evaluate your RFP response:

#### Evaluation Criteria and Scoring

<b>1 - GENERAL INFORMATION</b>	<b>30</b>	<b>Score</b>
1.1 - COMPANY PROFILE	5	
1.2 - BEE INFORMATION AND TAX STATUS	5	
1.3 - PRICING INFORMATION	20	
<b>2 - RFP PROPOSAL REQUIREMENTS COMPLIANCE</b>	<b>40</b>	
2.1 – PERFORMANCE	5	
2.2 – FOCUS	10	
2.3 – NICHE POSITIONING	10	
2.4 – VIABILITY	10	
2.5 – INTERNAL	5	
<b>3 - REVIEW DELIVERY</b>	<b>30</b>	
3.1 - APPROACH AND VISION	10	
3.2 – EXPERIENCE	10	
3.3 – THOUGHT LEADERSHIP	10	

## 4. Terms and conditions

### 4.1. Confidentiality

All material, specifications, general assumptions, service level requirements, detailed information, and everything else supplied with this RFP remain the property of WWF and may be recalled as deemed necessary. You may not use any of the information contained in this RFP for any other purpose than to prepare information in response to this RFP, nor may you disclose such information to any person(s) other than employees of your company who are directly involved in the preparation of your Information, without prior written consent from WWF. Vendors participating in this RFP are expressly prohibited from any public release of information relating to this RFP or participation therein. Additionally, the successful vendor may not release details of the RFP or the resultant outcomes without prior approval from WWF's management. Failure to adhere to this stipulation will result in the immediate disqualification of the vendor.

### 4.2. Contractual Obligations

This RFP does not commit WWF to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. WWF reserves the right to reject any or all proposals



received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of WWF. WWF reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with vendors; and reject proposal of any vendor that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a vendor that, in the opinion of WWF, is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind, any proposal submitted will be regarded as a proposal by the vendor and not as an acceptance by the vendor of any proposal by WWF. No contractual relationship will exist except pursuant to a written contract document signed by the authorised procurement official of WWF and by the successful vendor(s) chosen by WWF Review Panel. WWF reserves the right to reject any or all information at its sole and absolute discretion. WWF also reserves the right to accept or reject the whole or a portion of an RFP response at its sole discretion, with the understanding that in the case of a partial acceptance or rejection, the accepted portion(s) may have to be separately negotiated with the vendor. WWF reserves the right to not furnish reason(s) for the acceptance or rejection of any or all bid(s) to this RFP.

#### **4.3. Dates**

All the dates that appear in this RFP reflect our stated intention. WWF reserves the right to change these dates, and where applicable, will renegotiate them with the relative vendor(s).

#### **4.4. Document Format**

Please submit your Information via e-mail and take note of the following:

- WWF has a 10MB limit on its email.
- If your quotation and presentations, brochures etc. are larger than 10MB we ask that you compress them with WinZip or send them in separate emails to ensure they arrive on time.

#### **4.5. Additional Information Required by Vendor**

Any requests for additional information not supplied with this Information must be submitted in writing or via e-mail to the Primary Contact. If deemed appropriate by WWF, responses to such requests will be provided. By submitting a request for additional information, a vendor acknowledges and agrees that WWF may distribute both the request and the answer (if there is one) to all prospective vendors. Where deemed appropriate by WWF, vendors may be approached to provide more detail, including aspects not specifically covered in this RFP. Vendors maybe requested to provide product demonstrations of their proposed solution via a video conferencing facility.

#### **4.6. Non-Profit Organization Pricing**

We respectfully request that careful consideration be given for pricing for a non-profit organization. Whilst we are self-funded, we do rely on receiving heavy discounted pricing from our suppliers and service providers. Discounts provided should be clearly indicated in your proposal for the initial purchase and



for ongoing services thereafter. Please provide your schedule of charges in the Billing currency, exclusive of VAT.

The evaluation procedure will consist of a formal, substantive, and financial assessment of the proposals received. Price is an important factor; however, it is not the only consideration in evaluating responses to this RFP. Detailed evaluation leading to a final selection or award may take several weeks.

#### **4.7. Pricing**

The price quotes shall be free of any tax (such as VAT) and duty. VAT should be itemized separately. Prices shall be final and not subject to revision from the time of entering into force of the contract until the end of contractual obligations.

Price quotes shall include any necessary service to be provided by the selected proposer (even if such services are not expressly enumerated) to ensure a satisfactory fulfillment of the contract, as well as any other expenses incurred by the selected proposer, e.g. travel, accommodation, daily subsistence, telecommunication, postal charges.

In no case may the selected proposer invoke a hiatus or an oversight in the description of the work components in the tender documents or claim inadequate explanations for seeking any price increase or any release from contractual liabilities.

The price must remain firm for the duration of the contract.

#### **4.8. Payment Terms**

The normal terms of payments are 30 days from invoice date (or similarly discounted payment terms if offered by vendors) upon satisfactory delivery of goods or performance of services and acceptance thereof by WWF. Vendors must therefore clearly specify in their proposals the payment terms being offered.

#### **4.9. Rejection of Proposals and Split Awards**

WWF reserves the right to reject any and all proposals if they are, inter alia:

- received after the deadline stipulated in the Request for Proposal
- not properly marked or addressed as required in the Request for Proposal;
- delivered to another location than the one required in the Request for Proposal;
- transmitted by facsimile.
- Unsolicited
- alternates proposal(s); or
- not otherwise in compliance with this Request for Proposal.

WWF also reserves the right to split an award between any vendors in any combination, as it may deem appropriate. If the proposal is submitted on a “all or none” basis, it should clearly state as so in the Proposal.

WWF retains the sole right to reject any or all proposal(s) without furnishing reasons to any or all bidder(s) that have responded to the RFP.



#### **4.10. Withdrawals and Modification of Proposals**

Proposals may be modified or withdrawn in writing, prior to the proposal closing time specified therein. Proposals may not be modified or withdrawn after that time.

#### **4.11. Errors in Proposal**

Vendors or their authorised agents are expected to examine any maps, drawings, specifications, circulars, schedules, and other instructions pertaining to the work, made available by WWF to the vendors for inspection. Failure to do so will be at the vendor's own risk. In case of error in the totalling of prices, the unit price will govern.

#### **4.12. General**

Vendors will bear all their own costs in relation to responding to this RFP, including but not limited to the preparation and submission of their offers. For the avoidance of doubt, whether WWF concludes an agreement with a vendor or not, the vendor will remain responsible for all its costs. WWF reserves the right to withdraw this RFP at any time. WWF further reserves the right to amend the terms of this RFP on reasonable notice to the prospective vendors.





## 5. Annexure 1: TERMS OF REFERENCE

The Albacore pole and line fishery in South Africa is a relatively small but important fishery, contributing to the local economy and providing employment opportunities. The fishery also plays an important role in food security and nutrition.

However, the fishery also interacts with a number of ETP species, including seabirds, seals, blue sharks and shortfin mako sharks. It is important to minimize the impact of the fishery on these species to ensure their long-term conservation.

### 5.1.Scope of work

The service provider will be responsible for the following tasks:

- (i) Conduct a literature review to assess the current state of knowledge on ETP species interactions with the Albacore pole and line/rod & reel fishery in South Africa.
- (ii) Consult with stakeholders, including fishers, scientists and conservation groups, to identify the key risks posed by the fishery to ETP species.
- (iii) Develop mitigation measures to reduce the impact of the fishery on ETP species. The mitigation measures should be based on the best available science and should be feasible and cost-effective to implement.
- (iv) Develop a monitoring and evaluation framework to assess the effectiveness of the mitigation measures. The framework should include clear indicators and targets, as well as a methodology for collecting and analysing data.
- (v) Draft a report that documents the findings of the consultancy clearly outlining the ETP species management strategy. The report should be written in clear and concise language and should be accessible to a wide range of stakeholders.

### 5.2.Outcomes

The service provider will deliver the following outputs:

- A literature review on ETP species interactions with the Albacore pole and line/rod & reel fishery in South Africa
- A consultation report that summarizes the results of the consultations with stakeholders
- A report that outlines the ETP species management strategy for the Albacore pole and line/rod and reel fishery in South Africa

### 5.3.Eligibility

This opportunity is available for organizations, (NGOs,), enterprises, independent consultants and/or consulting firms to apply.

#### 5.3.1. Required expertise and qualifications

The consultant should have the following expertise:

- A minimum of a Master's degree in a relevant field, such as marine and coastal management, ocean governance, environmental science, sustainable blue economy or marine policy



- At least five years of work experience in the field of marine science, ocean management, ocean governance, sustainable development and fisheries management.
- Experience in the development of ETP species management strategies
- Experience in working with stakeholders
- Strong writing and communication skills

#### 5.4. Additional information required for proposal.

- A breakdown of the hourly tariff exclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Project manager will not be reimbursed.
- In so far as possible, a comprehensive budget, showing the charge out rates of all the staff to be involved in investigations and including all other costs factors.
- Please ensure that all cost items are charged as per deliverables.

#### 5.5. Deadline for proposal submission

- The deadline for the submission of quotations is 08 December 2023.
- Proposals should be sent to Mr Phillip Tjale, email [ptjale@wwf.org.za](mailto:ptjale@wwf.org.za)

Please quote the project name on the proposal.