

30-DAY PUBLIC NOTICE

REQUEST FOR PROPOSAL

Issue Date: April 05, 2019

PANF_RFP No. 03/2019

The Protected Areas Network Fund (PAN Fund), in collaboration with PAN Office, is soliciting Proposals from qualified individuals or vendors to develop management plan for four (4) PAN Member States/Sites. Bid specifications and other relevant information may be downloaded on our website (www.palaupanfund.org) or picked up at the PAN Fund office during working hours (8:00AM-5:00PM) from Monday through Friday.

Interested bidders are requested to submit their proposal for this RFP to the following address:

**Jun Ushibata
Finance Officer
Protected Areas Network Fund
P.O. Box 6094
Tommy E Remengesau Jr. Bldg.
Koror, Republic of Palau 96940**

Submission deadline will be May 03, 2019, 5:00PM local time. Proposals arriving later than that time will not be considered. PAN Fund reserves the right to cancel this RFP and or to reject any or all proposals and to reissue an amended RFP.



Request for Proposals to Develop Management Plans
for PAN Member States/Sites

Issue Date: April 05, 2019
Submission Deadline: May 03, 2019, 5:00 p.m.

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REQUEST FOR PROPOSAL FOR DEVELOPMENT OF MANAGEMENT PLAN

Introduction

The Protected Areas Network Fund (PAN Fund) invites your firm to submit a proposal for the development of management plan in accordance with the Protected Areas Network Regulations. Subsection 6.3 & 6.4 of the PAN Regulations requires for development of management plans used to manage areas within PAN States that are designated as part of the Protected Areas. Proposals for the development of management plans, as described herein, will be accepted by PAN Fund until 5:00 p.m. on May 03, 2019. Any changes to this Request for Proposal (RFP) are invalid unless specifically modified by PAN Fund and issued as a separate addendum document. Should there be any question as to changes to the content of this document, the PAN Fund's copy shall prevail. The submission should be prepared simply and economically, providing straightforward, concise description of your firm's capabilities to satisfy the requirement of this RFP. Emphasis should be on organization, completeness, and clarity. To ensure consideration, all proposals shall follow the required elements provided in this RFP or as directed. All proposals shall be submitted in electronic format to:

Palau Protected Areas Network Fund
Attention: Jun Ushibata
Koror, Republic of Palau 96940
Tel: 680-488-3863
Email: jushibata@palaupanfund.org

Background

PAN Fund was established by the Republic of Palau Public Law RPPL 7-42 as a nonprofit corporation to administer, manage, invest and disburse funding from all sources, including the Micronesia Conservation Trust, to operate the PAN and the PAN office's related responsibilities. PAN Fund's mission is to efficiently and equitably provide funding to the PAN and its associated activities, through strategic actions and medium-to-long term financial support that will advance effective management and conservation of Palau's natural and cultural resources.

Scope of Services

PAN Fund in partnership with PAN Office is seeking a consultant that will update management plan for four PAN Member States/sites. This update will include the role of the protected areas in fulfilling national initiative on climate change, food security, etc. The 2019 update will include the following:

- a. General information about the designated protected area, including biological, ecological, socio-economic, cultural, and historical information;
- b. Goals and objectives of the area including restricted and allowable uses;
- c. Key factors to measure (Targets, threats, human population, livelihood, governance, strategies and practitioners);
- d. Management policies;
- e. Surveillance Monitoring;
- f. Awareness, Education and Interpretation;
- g. Enforcement;
- h. Maintenance and Administration;
- i. Procedures for reviewing and updating the plan ;
- j. Conflict resolution ;

- k. Relationship between different stakeholder (if any) in the agreement;
- l. A time bound strategic plan;
- m. Day to day operational procedures;
- n. Standardized environmental monitoring protocols to be used; and
- o. The role of the protected area within the network.
- p. The role of the protected areas to national initiatives (i.e. food security, climate change, etc.)

Proposal Submission

Award of the contract resulting from this RFP will be based upon the most responsive, responsible firm whose offer will be the most beneficial to PAN Fund in terms of cost, functionality, and other factors as specified elsewhere in this RFP. PAN Fund reserves the right to reject any or all offers, amend and discontinue this RFP process without obligation or liability to any potential consultant; accept other than lowest price offered. Each firm's proposal must be submitted in several parts as set forth in section, "Required Elements for Response." Each firm will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for PAN Fund's evaluation of the firm's proposal.

Questions Regarding RFP

Any questions or requests for interpretation or clarification, either administrative or technical, about this RFP must be submitted via email to Jun Ushibata, jushibata@palaupanfund.org. Statements concerning the meaning or intent of the contents of this RFP by any person other than the person identified herein are unauthorized and invalid. PAN Fund will not be responsible for any other explanation or interpretation of this RFP. Any contact with personnel other than identified above regarding this RFP may disqualify a proposer.

Required Elements for Response

Consulting firms responding to this RFP will provide the following information in their proposals:

- Cover Letter of Transmittal
- Brief Company Overview and Staffing
- Qualifications
- Approach, and Methodology
- Detailed and Itemized Costs
- Timetable

Cover Letter of Transmittal

This section will present a high-level synopsis of the firm's responses to the RFP. The cover letter should be a brief overview of the engagement, and should identify the main features and benefits of the proposed services. It must include a statement of commitment to the project and the project schedule.

Company Overview and Staffing

Please provide the following:

1. Official name, address, and telephone number.
2. Identify any parent corporation and/or subsidiaries and affiliations, if applicable.

3. Identify the name, title, address, phone, fax number, email address of the primary contact person.
4. Provide a brief overview of your company including the number of years in business, number of employees, nature of business, and description of clients.
5. Proof of the ability to legally conduct business in the Republic of Palau.
6. State that it has not colluded in any fashion with other respondents which would restrict or eliminate competition. The proposal should identify specific staff to perform each task, including an organizational chart. Each staff person should have an identified role and link to relevant experience. The proposal should also state the level commitments of that individual to this project.

Qualifications

The contract, if awarded, will only be awarded to a responsible proposer who is qualified by experience to perform the specified services. The proposer shall submit, with its proposal, satisfactory evidence of experience in similar services and working knowledge of Palau's PAN. This section should include key issues and experiences the proposer has faced on previous planning documents.

Scope, Approach, and Methodology

Include detailed procedures and trade expertise. The proposal should reflect:

- Clear Scope of Services
- Methodology to complete these management plans.
- If the firm uses any specific tools, measurements/metrics, or unique means of ensuring process improvements, quality, speed, and/or efficiency, they should be described in sufficient detail for evaluation.

Detailed and Itemized Costs

Hourly rates and other expenses with an estimate of the time required to complete the project. All costs must be good from the date of the proposal through completion of the project. Costs must also include:

- Electronic copies of management plan in pdf format
- All supporting documentation
- Project management costs and meeting expenses

Addenda to Proposal

PAN Fund may modify this RFP, any of its key actions, dates, or any of its attachments, prior to the date fixed for submission of proposals by issuance of an electronic Addendum to all proposers. Such Addendum will also be posted on PAN Fund's website. Proposer will acknowledge receipt of all Addenda in their proposal. Any Addenda issued during the time for submission of proposals will be made part of the Agreement.

Withdrawal of Proposal

A proposal may be withdrawn after its submission by written request signed by the proposer or authorized representative prior to the time and date specified for proposal submission. Proposals may be withdrawn and resubmitted in the same manner if done so before the proposal submission deadline. Withdrawal or modification offered in any other manner will not be considered.

Late Responses

While late responses are usually rejected, PAN Fund retains the right to accept or reject late responses for any reason.

Evaluation of Proposals

A committee of at least two PAN Fund staff and two PAN Office staff will evaluate and rate proposals based on best value to PAN Fund, not based on price alone. All proposals will be reviewed to verify that the proposer has met the minimum requirements as stated in this RFP. Proposals that have not followed the rules, do not meet minimum content or quality standards, will be rejected as non-responsive.

Proposals will be evaluated on the following criteria, not necessarily in order of priority:

- **Cost:** The cost is reasonable for the effort proposed, is of sufficient detail to explain the cost drivers, and sufficient mechanisms are in place to control costs through the project.
- **Availability:** The proposal will demonstrate the availability for this project (i.e., identification that they are not over committed to other projects and, therefore, have adequate time for this project).
- **Experience:** The proposer shows relevant experience & knowledge on similar projects, financial management (as applicable).
- **Approach:** The proposer shows a solid understanding of the issues associated with development of management plan with PAN Member States and provides unique tools, methods, and other approaches to ensuring the quality and timeliness for the development of the management plan. The most qualified firm(s) may be asked to participate in an oral interview to discuss in greater detail the content of their proposals.

Rejection of Proposal

PAN Fund may reject any or all proposals. PAN Fund may make investigations as deemed necessary to determine the ability of the proposer to perform the services, and the proposer shall furnish to PAN Fund all such information and data for the purpose as requested by PAN Fund. PAN Fund reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy PAN Fund that the proposer is properly qualified to carry out the obligations of the agreement and to complete the work described therein.

Award of Contract

Award of contract or rejection of proposals will be made by PAN Fund within sixty (60) days following the proposal due date. PAN Fund reserves the right to modify the Award of Contract or rejection date to best meet the needs of the PAN. PAN Fund reserves the right to reject any or all proposals in response to this RFP in the best interest of PAN. PAN Fund further reserves the right to waive any informalities or irregularities in the proposals. PAN Fund will not be liable for any cost incurred in connection with the preparation and submittal of any proposals. Award, if any, will be to the proposer whose proposal best complies with all of the requirements of this RFP.

Contract Documents

In submitting a proposal, the firm agrees to enter into an agreement with PAN Fund and PAN Office utilizing standard contract forms for PAN Fund. The firm's proposal in response to this RFP will be incorporated into the final agreement between PAN Fund, PAN Office and the selected

firm. The agreement to be executed by the successful proposer will generally conform to the standard contract process, however, PAN Fund reserves the right to update the agreement to its current standards at the time PAN Fund makes an award.

Cancellation

PAN Fund retains the right to cancel the RFP at any time should it be deemed to be in the best interest of the PAN. No obligation, either expressed or implied, exists on the part of PAN Fund to make an award based on the submission of any proposal.