



REQUEST FOR PROPOSAL FOR PALAU PROTECTED AREAS NETWORK
DISASTER RECOVERY PROJECT

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INTRODUCTION

The Palau Protected Areas Network Fund (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 Protected Areas Network (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.

In support of PAN, PAN Fund invites your firm to submit a proposal for a series of deliverables related to the PAN Disaster Recovery Project. The goal of this project is to improve the quality of life and access to services in remote and vulnerable communities in Palau by increasing capacity of the PAN Program and communities with PAN sites to plan, implement, and evaluate disaster mitigation strategies that address climate change. There are three main objectives:

1. Increased capacity of the PAN to plan and implement disaster mitigation strategies that protect PAN sites by focusing on watershed management and wildfire mitigation and control measures.
2. Increased capacity of the PAN to plan, implement and evaluate disaster mitigation strategies.
3. Increased resilience of communities through the implementation of adaptation strategies during natural disasters.

SCOPE OF SERVICES

The PAN Fund is seeking a profession Contractors(s) to assist in the implementation of PAN DRP Programs 2, 5 & 6.

PROGRAM 2: MARINE MARKER BUOYS:

The Contractor is expected to supply 40 buoys needed to demarcate marine protected areas sites. To do this, the Contractor will need to:

- Work with PAN Office & PAN Fund office to identify suitable marine buoys and related accessories.
- Procure & maintain inventory of marine buoys and accessories.
- Work with PAN Office to facilitate delivery of marine buoys to recipient States.

PROGRAM 5: DEVELOP AND IMPLEMENT AN EDUCATION & OUTREACH CAMPAIGN:

OUTCOME:

1. Increased community knowledge on nature-based solutions to mitigate threats due to the changing climate
2. A youth platform is developed for ease of access to increased participation and decision making on environmental issues

ACTION AREA 5.1:

The Contractor is expected to *develop an education & outreach campaign*. To do this, the Contractor will need to:

- Review documents on local and relevant climate issues
- Review State Disaster Risk Management Plans
- Develop an Action Plan with key messages, target audiences, and delivery that are locally relevant
- Develop necessary education materials (fact sheets, posters, etc.)
- Conduct public outreach (radio talk shows, local news articles, school/community

events, etc.)

ACTION AREA 5.2:

The Contractor is expected to develop a PAN Youth Program focused on PAN site management and restoration activities to mitigate threats of the changing climate. To do this, the Contractor will need to:

- Review State PAN Management Plans
- Facilitate youth in producing a simple work plan with relevant goals, objectives, and activities
- Facilitate youth in producing a mini-series focusing on the youth voice on climate change, nature-based solutions, and protected areas

ACTION AREA 5.3:

The contractor is expected to report on all action areas 5.1 & 5.2. To do this, the Contractor will need to:

- Submit an Activity Report on the Education & Outreach campaign and the PAN Youth Program

PROGRAM 6: EXTERNAL EVALUATOR:

The contractor is expected to develop and implement the monitoring, evaluation and learning plan for this project. To do this, the contractor will need to do the following:

- Work with PAN Office and PAN Fund Office to design the MEL plan.
- Develop data collection instruments.
- Prepare evaluation reports.

PROPOSAL SUBMISSION

All proposals shall be submitted in electronic format to remesiochel@palaupanfund.org with subject line **PAN Disaster Recovery Project**. Interested bidders may apply for one, more than one, or all Program components. Proposals must be organized as set forth in section, "Required Elements for Response." Bidders will confine 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. PAN Fund will not be liable for any cost incurred in connection with the preparation and submittal of any proposals.

QUESTIONS REGARDING RFP

Any questions or requests for interpretation or clarification, either administrative or technical, about this RFP must be submitted via email to Regis Emesiochel, remesiochel@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

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 address the required elements provided below:

a. 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.

b. 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 is 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.

c. 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.

d. Scope, Approach, and Methodology

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

- Clear Scope of Services
- Methodology to complete these deliverables.
- 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.

e. 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 above-mentioned assessments/reports in pdf format
- All supporting documentation
- Project management costs

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. Such Addendum will be posted on PAN Fund's website. Any Addenda issued during the time for submission of proposals will be made part of the Agreement. PAN Fund further reserves the right to waive any informalities or irregularities in the proposals.

WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn after its submission by email from 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.

EVALUATION OF PROPOSALS

A committee made up of at least two PAN Fund staff, two PAN Office staff, one MOJ Staff, and one from State 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 do not meet minimum content or quality standards, will be rejected as non-responsive.

Proposals will be evaluated on the following criteria:

- 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 demonstrates a clear approach to completing project deliverables in good quality and in a timely manner.
- Other relevant criteria.

REJECTION OF PROPOSAL

PAN Fund reserves the right to reject any or all proposals in response to this RFP in the best interest of PAN. 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 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. Award, if any, will be to the proposer whose proposal best complies with all of the requirements of this RFP. Award of contract will be made by PAN Fund within sixty (60) days following the proposal due date.

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 meet 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.