



Request for Proposal to Develop Ecotourism Plan for Four PAN Sites

Issue Date: January 28, 2021
Submission Deadline: February 26, 2021

Table of Contents

Introduction.....	1
Background.....	1
Scope of Services.....	2
Overall Objectives.....	2
Deliverables.....	2
Required Elements for Response.....	3
Addenda to Proposal.....	4
Evaluation of Proposals.....	4
Rejection of Proposal.....	6
Award of Contract.....	6
Contract Documents.....	6
Cancellation.....	6

REQUEST FOR PROPOSAL FOR DEVELOPMENT OF ECOTOURISM PLAN

Introduction

The Protected Areas Network Fund (PAN Fund) invites your consultant to submit a proposal for the development of Ecotourism Management Plans for (3) three PAN Member States. Proposal for the development of Ecotourism Management Plans, as described herein, will be accepted by PAN Fund until 4:00 p.m. on February 26, 2021. 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 consultant'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 signed in electronic format to:

Jun Ushibata, Finance Officer
Palau Protected Areas Network Fund
P.O. Box 6094
Tommy E Remengesau Jr. Buldg.
Koror, Republic of Palau 96940
Tel: 680-488-3863
Email: jushibata@palaupanfund.org; cc: info@palaupanfund.org

Background

Palau Protected Areas Network (PAN) was established by the Republic of Palau Public Law RPPL 6-39 (PAN Act) that was signed into law in November 2003. The PAN Act created a nationwide system to support the state's efforts in protecting its natural resources. The law enabled the national government to assist states to designate and manage areas of significant biodiversity and unique habitats for protection by facilitating access to grants monies and programs for which the individual states are not ordinarily eligible for.

In May 2008, Republic of Palau Public Law RPPL No. 7-42 was enacted to clarify the intent of the Protected Areas Network Act; to endorse the "Micronesia Challenge"; to provide financing provisions for the Protected Areas Network; and to implement an Environmental Protections Arrival Fee ("Green Fee") for the financial sustainability of the Protected Areas Network. RPPL No. 7-42 also established PAN Fund as a non-profit trustee 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. Through PAN Fund, PAN Office can provide funding to sites within PAN for environmental protection and sustainable development.

The funding opportunity focused on two essential program categories for PAN, namely "tourism management" and "monitoring and special studies". Four (4) PAN Sites (Orsoukkesol/Ngerbekuu-Ngiwal State, Ngardok and Ngermedellim-Melekeok State, and Ngermasech-Ngardmau State) partnered and submitted a proposal to maximize tourism opportunity for their sites. The proposal was approved with conditions for the applicants to focus their efforts by developing an Eco-tourism Management Plan for their perspective sites, which will lay the foundation for which future funding are allocated toward development activities.

Scope of Services

PAN Fund is seeking a consultant that will assist PAN member states with the development of Ecotourism Management Plans for four (4) PAN sites. Anticipated ecotourism management plan for the sites will include the following:

1. To review the current status of more than one PAN sites in terms of eco-tourism potential, carrying capacity, tourism-related infrastructure and tourism product offerings through the lens of environmental protection and sustainable development
2. Conduct a situational analysis of tourism in sites (including tourism product, destination marketing strategy, SWOT analysis)
3. Conduct an ecotourism visioning exercise with key stakeholders to determine a vision for sustainable eco-tourism development in the sites
4. Building upon the existing eco-tourism activities for the sites and taking into consideration the situational analysis, desired vision for ecotourism, target market analyses and relevant tourism-related public and private sector initiatives, develop an ecotourism plan with sustainable tourism development activities that the sites should pursue for the next five years (2021-2026)
5. To develop ecotourism plan for each sites to cover 2021-2026 that adheres to the Palau National Tourism Framework
6. Provide recommendations on enhancing visitor management and foreseeable challenges that may arise from growth in visitor arrivals

Overall Objectives

The objective is to develop three eco-tourism management plans for the following PAN Member Sites: Ngiwal-Orsouklesol/Ngerbekuu Watershed, Ngardmau-Ngermasech, Melekeok-Ngardok Nature Reserve and Ngermedellim Marine Sanctuary

Deliverables

The deliverables in the form of reports should be submitted and will require approval by review committee consisting of Site Coordinators, PAN Fund and PAN Office.

a) Deliverables:

- Detailed work plan consist of schedule and report back, cost and activities by site
- Situational Analysis Report
- Tourism Visioning Report
- Draft Eco-tourism Plan with cost estimate
 - Executive Summary
 - Situational Analysis
 - Way Forward with tourism vision and proposed programs
 - Appendices with implementation plan
- Final document on Eco-tourism Plan

Proposal Submission

Consultant is required to submit an electronic (PDF) copy of the proposal with completed quotation form provided. The deadline for receipt of proposal is 4:00 pm, on February 26, 2021. Submissions received after the deadline will not be accepted. Should you have any questions

regarding the tender information or the preparation of the submissions or if emailing a proposal, please direct them to:

Jun Ushibata, Finance Officer
Palau Protected Areas Network Fund
P.O. Box 6094
Tommy E Remengesau Jr. Buldg.
Koror, Republic of Palau 96940
Tel: 680-488-3863
Email: jushibata@palaupanfund.org; cc: info@palaupanfund.org

Any tender clarification that may take place shall not be considered a tender negotiation but shall be deemed a clarification in areas of uncertainty with the tender submission. Any tender clarifications brought to the attention of the identified contact above must be submitted in writing at the earliest opportunity and well before the date for the return of the tender. *Queries will only be accepted up to **4:00 pm on February 19, 2020***. PAN Fund will not defray any submission costs incurred by the tendering consultant. Award of the contract resulting from this RFP will be based upon the most responsive, responsible consultant whose offer will be the most beneficial to the Protected Areas Network in terms of cost, functionality, and other factors as specified elsewhere in this RFP. Protected Areas Network 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 consultant's proposal must be submitted in several parts as set forth in section, "Required Elements for Response." Each consultant will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for PAN Office and PAN Fund's evaluation of the consultant's proposal.

Required Elements for Response

Consultants 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
- Proposed work plan with timetable

Cover Letter of Transmittal

This section will present a high-level synopsis of the consultant'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. 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 consultant 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 eco-tourism management plans.
- If the consultant 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.

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 eco-tourism plan in pdf format and one hard copy 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. 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.

Evaluation of Proposals

All proposal will be reviewed during the week of March 05, 2021 and the successful contractor or company will be notified during the week of March 19, 2021. The length of the contract will be a maximum of one year.

Proposals will be evaluated by a Committee based on the following criteria:

- Understanding of Scope of Work and Objectives

- Project Approach, Strategy and Methodology - The proposer shows a solid understanding of the issues associated with development of ecotourism 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 ecotourism management plans. The most qualified consultant(s) may be asked to participate in an oral interview to discuss in greater detail the content of their proposals.
- Relevant Prior Experience - The proposer shows relevant experience & knowledge on similar projects.
- Quality of company or consultant staffing.
- Pricing of project- 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).

Criteria	Weighting/Priority	Evaluation Criteria						Total points
		Evaluation/Rating						
		(%)	1 (low)	2	3 (average)	4	5 (High)	
1. Understanding of scope of work and objectives	(15)							
a. Plan covers all requirements of the RFP (5)								
b. Plan addresses project scope (5)								
c. Plan clearly demonstrates knowledge of project description (5)								
2. Project Approach, Strategy and Methodology	(20)							
a. Plan demonstrate effective approach and strategy (10)								
b. Plan demonstrate effective methodology (10)								
3. Relevant Prior Experience	(30)							
a. Success in similar prior projects (10)								
b. Experience in tourism industry (10)								

c. Experience in Palau within past five years (10)								
4. Quality of consultant staffing	(25)							
a. Project management qualifications and experience (5)								
b. Tourism qualifications and experience (5)								
c. Strategic planning experience (5)								
d. Stakeholder consultations experience (5)								
5. Pricing of project	(10)							
a. Thoroughness of financial information (5)								
b. Total cost relative to expected deliverables (5)								

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. 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 will be made by PAN Fund within thirty (30) 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 consultant agrees to enter into an agreement with PAN Fund utilizing standard contract forms. The consultant’s proposal in response to this RFP will be incorporated into the final agreement between PAN Fund and the selected consultant. 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.