



## Protected Areas Network Fund

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# 30-DAY PUBLIC NOTICE

## REQUEST FOR PROPOSAL

**Issue Date: February 05, 2020**

**PANF\_RFP No. 01/2020**

The Protected Areas Network Fund (PAN Fund), in partnership with Protected Areas Network Office (PANO) and the Ministry of Justice (MOJ), is soliciting proposals from Independent Consultants, Organizations, and interested individuals to (a) develop conservation academy curriculum that meets the unique needs of Protected Areas Network (PAN) conservation officers and rangers; (b) develop legislative and regulatory models or other legal instruments to strengthen the PAN citation process.

Bid specifications and other relevant information may be downloaded on our website ([www.palaupanfund.org](http://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 **March 05, 2020**, 4:00PM 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 strengthening institutional coordination and implementation of enforcement activities of PAN Sites

Issue Date: February 05, 2020  
Submission Deadline: March 05, 2020, 4:00 p.m.

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# **REQUEST FOR PROPOSAL FOR DEVELOPMENT TO STRENGTHENING INSTITUTIONAL COORDINATION AND IMPLEMENTATION OF ENFORCEMENT ACTIVITIES OF PAN SITES**

## **Introduction**

The Protected Areas Network Fund (PAN Fund) invites your firm to submit a proposal for a series of deliverables related to strengthening institutional coordination and implementation of enforcement activities of PAN Sites. This is accordance with a Tripartite Project Partnership Agreement between Ministry of Justice, Ministry of Natural Resources, Environment & Tourism, and the Protected Areas Network Fund. Proposals will be accepted by PAN Fund until 4:00 p.m. on March 05, 2020. 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](mailto: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.

The Ministry of Natural Resources, Environment & Tourism (MNRET), Ministry of Justice (MOJ) and Palau PAN Fund (PANF), collectively the Parties, signed a tripartite project partnership agreement in November 2019, in order to collaborate to strengthen institutional collaboration, build capacity, and improve the implementation of enforcement activities at PAN Sites. This Agreement refocuses efforts on key areas of work and builds on emerging lessons and challenges from previous work. The activities and deliverables advocated in this Agreement is being funded by a Special Project grant from PAN Fund and potentially other sources.

## **Scope of Services**

The Parties are seeking a professional consultancy (Contractor) to assist in the implementation of deliverables in the Agreement in the following action areas:

1. Improved capacity building to support enforcement and surveillance activities

2. There is a clear, coordinated, and legally robust citation process in place with clear roles and responsibilities of relevant all parties

#### Action Area 1:

The Contractor is expected to develop a conservation academy curriculum that meets the unique needs of PAN conservation officers and rangers. To do this, the Contractor will need to:

- Review the current Law Enforcement Academy curriculum
- Review other curriculum development processes or initiatives that have been done in Palau (i.e. Koror State's Tour Guide Certification Program and others)
- Review similar curriculum models that may exist elsewhere, particularly in settings similar to Palau
- Integrate other courses or training programs that already exists to support the PAN work (i.e. PICRC's marine ecological training course)
- Work closely with and solicit feedback from relevant local program staff from the Parties and with state PAN programs
- Make recommendations on the possible institutional arrangements for the effective and efficient delivery of the curriculum

#### Action Area 2:

The Contractor is expected to develop legislative/regulatory models (drafts) or other legal instruments to fill key gaps to strengthen the citation process and clarify roles of relevant state and national entities. To do this, the Contractor will need to:

- Review existing processes and procedures
- Identify gaps, vague areas of responsibilities, and other problems/challenges Complete a legal review of the citation process and the authorities of relevant parties
- Review existing state citation processes that are currently being implemented (i.e. Koror and Ngarchelong)
- Draft necessary legal/regulatory models both at national or state that fills identified gaps, addresses existing challenges, or clarifies process

### **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](mailto: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 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.

#### 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 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, 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 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 strengthening institutional coordination and implementation of enforcement activities of PAN sites with PAN Member States and provides unique tools, methods, and other approaches to ensuring the quality and timeliness. 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.