

Call for Quotations

Terms of Reference:

Service provider to coordinate the development of papers for the formal literature on South Africa's experiences in systematic biodiversity planning, prioritisation and mainstreaming biodiversity, including providing science writing and copy editing support to authors

SANBI Ref: Q5959/2018

1. Background

The South African National Biodiversity Institute (SANBI) leads and coordinates research, and monitors and reports on the state of biodiversity in South Africa. The institute provides knowledge and information, gives biodiversity planning and policy advice, pilots best-practice management models in partnership with stakeholders, and engages in ecosystem restoration and rehabilitation thus bridging the gap between science, knowledge, policy and implementation.

Through the Biodiversity Information and Policy Advice Division, SANBI has supported the development of a community of practice on systematic biodiversity planning. SANBI plays a role in providing opportunities, including the annual Biodiversity Planning Forum and the Provincial and Metro Biodiversity Planning Working Group, for this community of practice to come together, share experiences from projects and discuss new approaches and methodologies for biodiversity planning and prioritisation in South Africa. Over the past 12 years biodiversity planners in South Africa have developed innovative methodologies for developing biodiversity plans and many lessons have been learnt on the implementation of these plans. SANBI also coordinates programmes and projects aimed at mainstreaming biodiversity considerations into the policies and practices of other sectors. However, very little of this biodiversity planning and mainstreaming work has been documented in the formal scientific literature and there is a growing need for this information to be disseminated through the publication of journal papers. It is also necessary for this information to be translated into communication material for sharing with a range of different audiences including decision-makers.

2. Objectives of the work

SANBI therefore wishes to appoint a service provider to coordinate the development of papers for the formal literature on South Africa's experiences in systematic biodiversity planning, prioritisation and mainstreaming biodiversity, including providing science writing and copy editing support to authors. The service provider will also be required to translate this information into other communication materials for example case studies and articles for publication.

3. Requirements of the service provider

The successful service provider will be responsible for the following activities in line with the above objectives:

- a) Coordinate the development of a series of papers on systematic biodiversity planning and its implementation in South Africa:
 - Develop an approach and guiding plan for the coordination of these papers in consultation with key SANBI staff.
 - Coordinate and participate in expert workshop(s) to scope the content of the papers (SANBI will cover the costs of the workshop(s) independently from this contract).
 - Finalise the content and format of the papers including the key themes and topics, the number of papers and the author and co-authors responsible for each paper. This should include a plan, including estimated timeframes, for the submission of drafts and final versions of papers.
 - Manage the delivery of draft versions, as well as the final drafts for submission to identified journals.
 - Provide science writing and copy editing support to authors as required.
- b) Coordinate the submission of the papers to identified journals which will include the following:
 - Coordinate the process of identifying suitable/relevant journals with key SANBI staff and authors of papers.
 - Provide the relevant authors with the requirements for submission to identified journals.
 - Manage the publication process ensuring authors comply with the author requirements for the journal, copy editing and the proof reading processes.
 - Provide advice and recommendations on peer review of the papers if required.
 - Manage the review process including comments from reviewers and additional input and corrections required from authors following the review process.
- c) Science writing of papers for the formal literature and other communication material:
 - Lead the writing of papers for the formal literature, the number and content of these papers will be decided during the expert workshop(s) and or through meetings with key SANBI staff.
 - Provide advice on additional communication material or product development based on the publication of the papers.
 - Provide approved copy (and where necessary print ready copy) for communication material as required and in consultation with key SANBI staff. Examples of this material could include case studies, copy for wall maps and infographics, articles etc. The nature of this communication material will be agreed at quarterly review and planning meetings.
 - Provide broad science writing support to the Division as required and identified at quarterly review and planning meetings.

4. Deliverables

The service provider will be appointed over a 24 month period, commencing in June 2018. It is anticipated that the scope of work represents approximately 30% of a service provider's time over this period. The service provider will be required to submit:

- A detailed work plan indicating how the requirements of this ToR will be delivered.
- Implementation plan following the coordination of the expert workshop detailing the number of papers, responsible authors and estimated timeframes for the development and submission of the papers.
- A series of final draft papers (number to be finalised at expert workshop or through meetings with key SANBI staff) for submission to identified journals including two papers where the service provider leads on the writing.
- A series of final, reviewed papers for submission to identified journals including two papers led by the service provider.

- Brief quarterly progress reports showing progress on development of papers as well as any communication material. These reports will be used as a basis for the quarterly review and planning meetings.
- Copy (or print ready copy) of communication material as agreed at quarterly review and planning meetings.
- A final report detailing the papers and other communication material submitted and published as well as a summary of lessons learnt in delivering on the contract.

5. Skills and competency required

In order to fulfil this role the service provider should have the following demonstrable skills and competencies:

- Excellent knowledge and experience are required in the following areas:
 - Conceptualising, researching, analysing and writing accurate high quality material for journal publication as well as managing the process of submission of these papers for review and publication.
 - Engaging at a detailed level with complex scientific information and distilling this information accurately and succinctly.
 - Translating complex scientific information into an easily accessible narrative.
 - Working with teams and managing processes that require detailed inputs from a range of experts.
 - South Africa's approach to systematic biodiversity planning, prioritisation and mainstreaming and current methodologies and practices used.
 - South Africa's biodiversity issues and how this links to benefits for society.
- Excellent conceptual and analytical skills
- Self-motivated and results driven, ability to work independently and deliver efficiently on high quality deliverables within tight timeframes
- Ability to deliver required products within an agreed fixed budget
- An understanding of the following will be an added advantage:
 - SANBI's mandate
- Other
 - Willingness to travel nationally for meetings as required
 - Drivers licence
 - Postgraduate degree in a relevant field

Preference is to appoint an individual service provider. The response to the terms of reference should indicate the extent to which the service provider fulfills these requirements. In addition, proposals should include a recent CV of the service provider as well as examples of recent writing, both for the formal literature and other communication material, to demonstrate skills and experience.

6. Requirements for proposals and evaluation criteria

Service providers interested in contributing towards this work should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include:

- Details of the service provider, including relevant skills, experience and track record.
- A brief description of the approach and deliverables.
- Examples of recent writing that the service provider was personally responsible for in order to demonstrate skills and experience as highlighted in section 5 above. This should include examples of both papers written for the formal literature as well as communication material.
- A work plan, including proposed start and completion date and timeframes for activities and deliverables against which payments will be made.
- Contact details of at least three current or recent clients for which similar work has been done.
- A detailed and complete budget for the proposed work, including fees (number of days and rate per day), disbursements and VAT. Each of these should be provided separately. Travel and accommodation disbursements should NOT be included in the budget and may be claimed separately, in line with SANBI's policies and rates. Travel requirements will be discussed at the inception meeting.
- Details of any contribution to empowerment of historically disadvantaged individuals (HDI) and/or transformation of the sector.

Potential service providers must submit the following documentation:

- An original or certified copy of B-BBEE certificate or sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE; certificate/sworn affidavit mentioned above will result in the tender not being awarded points)
- A current copy of the Central Suppliers Database (CSD) registration report or registration number
- SBD forms (SBD 1, 4, 6.1, 8 and 9) The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour. If the service provider does not possess a COIDA certificate this will be required within 21 days of commencing the work. If the certificate cannot be presented within this period the second recommended bidder will be appointed

Functionality evaluation criteria (Please note that this BID will be evaluated on Functionality).**

Evaluation of proposals will be done according to the following criteria (so sufficient information should be provided):

The first stage will evaluate functionality according to the criteria listed in the table below.

Criteria for measuring functionality	Weight**
Technical merit of proposal (understanding of the ToR, approach, timeframes and deliverables)	30
Qualification, expertise and competencies of service provider (specific reference must be made to required skills and competencies listed in section 5 above)	30
Relevance, quality and accuracy of examples of research and writing provided (minimum of three examples of work provided)	30
Past experience (previous relevant projects, details of current or recent clients and overall track record)	10
TOTAL	100

**** Service providers who fail to score a minimum of 65 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.**

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

7. Reporting requirements and management

- The service provider will be working with a project team at SANBI as well as with individuals or teams of authors on the specific papers.
- Accountability and reporting will be to the DD: Knowledge Coordination and Reporting, SANBI.
- A quarterly review of the service providers work plan and deliverables will be undertaken with the DD: Knowledge Coordination and Reporting in order to update the work plan and prioritise communication material.
- The exact number and nature of reports will be agreed between the service provider and the DD: Knowledge Coordination and Reporting.
- All reports must be in MS Office format (Word or Excel preferred).
- An electronic version of all reports must be submitted.

8. Contractual arrangements

- The contract will be drawn up between SANBI and the service provider.
- Invoices will be paid for deliverables received as agreed in the contract.
- Invoices must indicate the deliverables produced.
- No upfront payments will be made. SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- In the case of invoices to SANBI, they must be addressed to the DD: Knowledge Coordination and Reporting.
- Copyright is retained by SANBI.

9. Proposal submissions

Closing date for submissions: 11 May 2018 @11:00am

Submission of proposals must be emailed to Mlingani Mavimbela (m.mavimbela@sanbi.org.za) with a copy to Prince Hlongwane (p.hlongwane@sanbi.org.za).

Requests for further information to this ToR must be emailed to Tammy Smith (email: t.smith@sanbi.org.za).

