

Agence Française de Développement



PROCUREMENT AND HUMAN RESOURCE PLAN

Contracting Authority:
South African National Biodiversity Institute

Country:
South Africa, Namibia, Mozambique and Malawi

Project:
Building biodiversity knowledge for action in Southern Africa: Spatial Biodiversity Assessment, Prioritization and Planning in South Africa, Namibia, Mozambique and Malawi

Issued on:
12 October 2022

Versions	Submission date by the Contracting Authority	Date of AFD's “No Objection” Letter
<i>[Initial version]</i>	<i>12 October 2022</i>	<i>12 November 2022</i>
<i>[Update 1]</i>		
<i>[Update 2]</i>		
<i>[Update n]</i>		

Procurement plan

Project: Building biodiversity knowledge for action in Southern Africa: Spatial Biodiversity Assessment, Prioritization and Planning in South Africa, Namibia, Mozambique and Malawi Version¹: Initial

<u>Contract name</u>	<u>Estimated Contract Amount and Currency (inclusive of tax)</u>	<u>Estimate contract amount in Euro (inclusive of tax)</u>	<u>Type of contract</u> ²	<u>Type of competition</u> ³	<u>Procurement procedure</u> ⁴	<u>Selection method</u> ⁵	<u>Review by AFD</u> ⁶	<u>Estimated Specific Procurement Notice Publication date (advert date)</u>	<u>Estimated Bid or Proposal Opening date (evaluation of bids or CVs date)</u>	<u>Estimated Contract signing date</u>	<u>Estimated Contract completion date</u>
Regional budget (Managed by SANBI) - using estimated exchange rate of ZAR16 to €1											
University of Cape Town Collaboration Agreement for ecological condition work (Co-financier/Partner). Budget for all 5 years.	ZAR3,300,000	€206,250	NC	n/a	DC	n/a	PRIOR	n/a	n/a	Nov 2022	31/12/2027
BirdLife South Africa Collaboration Agreement for capacity building assistance (Co-financier/Partner). Budget for all 5 years.	ZAR2,900,000	€181,250	NC	n/a	DC	n/a	PRIOR	n/a	n/a	Nov 2022	31/12/2027
Audit for SBAPP Regional Project for entire project (all 5 annual audits)	Amount redacted	Amount redacted	CS	NPC	RQ	QCBS	PRIOR	Mar 2023	Apr 2023	June 2023	31/12/2027
Travel for international meetings and training (flights,	ZAR2,650,000	€165,590	NC	DC	RQ	LCS	POST	TBC	TBC	Already signed	n/a

¹ Indicate “Initial Version” for the first version, and then update number for the following ones.

² C for consulting services; IC for individual consultants; W for works; G for goods; P for Plants; NC for non-consulting services.

³ NPC: national procurement competition; IPC: international procurement competition.

⁴ For goods, works, plants and non-consulting services: PQL+IB: Prequalification and Invitation for Bids; IB: Invitation for Bids; RQ: Request for Quotations; DC: Direct Contracting.

For consulting services: REOI: Request for Expression of Interest; RQ: Request for Quotations; DC: Direct Contracting.

⁵ For consulting services: QCBS: Quality and Cost Based Selection; QBS: Quality Based Selection; FBS: Fixed Budget Based Selection; LCS: Least Cost Based Selection.

For goods, works, plants and non-consulting services, the contract should be awarded to the qualified bidder whose bid is technically substantially compliant and is the lowest evaluated bid; other selection method shall require prior approval from AFD.

⁶ Decision to carry out Post reviews requires AFD’s prior approval.

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<u>Contract name</u>	<u>Estimated Contract Amount and Currency (inclusive of tax)</u>	<u>Estimate contract amount in Euro (inclusive of tax)</u>	<u>Type of contract²</u>	<u>Type of competition³</u>	<u>Procurement procedure⁴</u>	<u>Selection method⁵</u>	<u>Review by AFD⁶</u>	<u>Estimated Specific Procurement Notice Publication date (advert date)</u>	<u>Estimated Bid or Proposal Opening date (evaluation of bids or CVs date)</u>	<u>Estimated Contract signing date</u>	<u>Estimated Contract completion date</u>
accommodation, ground transport) – all done through SANBI's contracted travel agents (budget for all 5 yrs)											
Graphic design & printing – all done through SANBI's contracted printers (budget for all 5 years)	ZAR80,000	€5,000	NC	DC	RQ	LCS	POST	TBC	TBC	Already signed	n/a
Expert for capacity building materials – SANBI has a contract with an existing sole trader service provider Emily Botts who will develop a plan for the materials in Y1. After we have the plan, we will determine whether other procurement is needed. Budget here is therefore for Year 1 only.	ZAR66,000	€4,125	CS	NPC	DC	QCBS	PRIOR	n/a	n/a	Already signed	n/a
Recruitment costs (advertising). SANBI has a service provider on contract that places adverts on Careers24.	ZAR4,000	€250	NC	DC	RQ	LCS	POST	Nov 2022	n/a	Already signed	n/a
South Africa budget (Managed by SANBI) - using estimated exchange rate of ZAR16 to €1											
Endangered Wildlife Trust Collaboration Agreement for mammal Red List (Co-financier/Partner). Budget for all 5 years.	ZAR500,000	€31,250	NC	n/a	DC	n/a	PRIOR	n/a	n/a	Nov 2022	30/06/2026

ope-M2102a - Procurement & Human Resources Plan – *Building biodiversity knowledge for action in Southern Africa: Spatial Biodiversity Assessment, Prioritization and Planning in South Africa, Namibia, Mozambique and Malawi*

Procurement & Human Resources Plan

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BirdLife South Africa Collaboration Agreement for Bird Red List (Co-financier/Partner). Budget for all 5 years.	ZAR500,000	€31,250	NC	n/a	DC	n/a	PRIOR	n/a	n/a	Nov 2022	31/12/2027
Travel for national meetings (flights, accommodation, ground transport) – all done through SANBI's contracted travel agents (budget for all 5 years)	ZAR500,000	€31,250	NC	DC	RQ	LCS	POST	TBC	TBC	Already signed	n/a
Graphic design & printing – all done through SANBI's contracted printers (budget for all 5 years)	ZAR160,000	€10,000	NC	DC	RQ	LCS	POST	TBC	TBC	Already signed	n/a
IT equipment (laptops etc.) - all done through SANBI's contracted IT equipment suppliers (once-off purchases in Year 1)	ZAR105,000	€6,563	NC	DC	RQ	LCS	POST	Dec 2022	Dec 2022	Already signed	n/a
Catering for national workshops – usually use the restaurants at the SANBI campuses as we have an arrangement to use them without a 3-quote process, however if they are unable to assist we follow a RQ process (budget for all 5 years)	ZAR25,000	€1,562	NC	DC	RQ	LCS	POST	TBC	TBC	Already signed	n/a
Recruitment costs (advertising). SANBI has a	ZAR4,000	€250	NC	DC	RQ	LCS	POST	Nov 2022	n/a	Already signed	n/a

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service provider on contract that places adverts on Careers24.											
Namibia (Managed by MEFT) - using estimated exchange rate of NAD17.31 to €1											
Namibian University of Science and Technology (NUST) Operational Partner Agreement / MoA (Co-financier/Partner)	NAD 7,453,328.96	€ 465,833.06	NC	n/a	DC	n/a	PRIOR	n/a	n/a	Nov 2022	31/12/2027
National Museum of Namibia Operational Partner Agreement / MoA (Co-financier/Partner)	NAD 530,335.13	€ 30,637.50	NC	n/a	DC	n/a	PRIOR	n/a	n/a	Nov 2022	31/12/2027
National Botanical Research Institute (NBRI Namibia) (Co-financier/Partner) <u>This is a Ministry institution there won't be any MoA involved</u>	NAD 449,973.45	€ 25,995.00	NC	n/a	DC	n/a	PRIOR	n/a	n/a	Nov 2022	31/12/2027
Once off recruitment costs to place the advert in Namibia's 2 newspapers (The Namibian, New Era, Republikein and Namibian Sun News Paper)	NAD 30,000.00	€ 1,733.10	RQ	LCS	RQ	LCS	POST	Jan 2023	n/a	n/a	n/a
Venue and catering for national workshops, meetings and training (for all 5 years) - three quote processes each time run by MEFT administrators	NAD 720,000.00	€ 45,000.00	RQ	LCS	RQ	LCS	POST	n/a	n/a	n/a	n/a
IT equipment (laptops etc.) in year 1; Printing cartridges etc.	NAD 328,000.00	€ 20,500.00	RQ	QCBS	RQ	QCBS	POST	TBC	n/a	n/a	n/a

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is ongoing during the project; this budget is for all 5 years. 3-quote process each time											
Local Accommodation (for all 5 years) - this is for local people and experts coming for training. MEFT administrator seeks 3 quotes for near venue, and then requests EIF to pay. No contract to be signed.	NAD 500,000.00	€ 28,885.04	RQ	LCS	RQ	LCS	POST	TBC	n/a	n/a	n/a
Domestic flights for all national meetings for all 5 years. There is only one domestic airline. Bookings are made online directly with the airline (cheaper than through an agent). No contract to be signed.	NAD113,880.93	€ 6,578.92		n/a	n/a	n/a	POST	TBC	n/a	n/a	n/a
International flights (for all 5 years). Quotes are sought by MEFT administrator. No contract to be signed	NAD195, 066.39	€ 11,269.00	RQ	LCS	RQ	LCS	PRIOR	TBC	n/a	n/a	n/a
Printing (Banners etc. for all 5 years). Three quote process every time.	NAD 165,066.39	€ 9,535.89	RQ	LCS	RQ	LCS	PRIOR	TBC	n/a	n/a	n/a
Mozambique (Managed by WCS)											
Venue and catering for workshops for activities 3.1e, 4.1a, 5.2.1b and 7.2.1b : 2023-2024 (we have a pool of		€12,001	NC	NPC	RQ	LCS	POST	n/a	n/a	2023-2024	2023-2024

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places who we consult and assignment is done based on LCS – no contract to be signed)											
Venue and catering for workshops for activities 3.1g, 4.1b, 5.1.1a and 5.2.2c : 2024-2025 (we have a pool of places who we consult and assignment is done based on LCS – no contract to be signed)		€14,299	NC	NPC	RQ	LCS	POST	n/a	n/a	2024-2025	2024-2025
Venue and catering for workshops for activities 6.1b, 7.1.2a and 7.2.2b: 2025-2026 (we have a pool of places who we consult and assignment is done based on LCS – no contract to be signed)		€9,977	NC	NPC	RQ	LCS	POST	n/a	n/a	2025-2026	2025-2026
Venue and catering for workshops for activities 4.1f, 7.2.1b, 7.2.2b and 8.1g: 2026-2027 (we have a pool of places who we consult and assignment is done based on LCS – no contract to be signed)		€14,518	NC	NPC	RQ	LCS	POST	n/a	n/a	2026-2027	2026-2027
Laptop and peripheral (hard drive, modem, etc.)		€4,569	G	NPC	RQ	LCS	POST	n/a	n/a	2022-2023	2022-2023
Service contract to collect data on potential KBA site and develop report (site 1)		€30,000	C	NPC	RQ	QBS	PRIOR	02/2023	02/2023	03/2023	08/2023

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Service contract to collect data on potential KBA site and develop report (site 2)		€33,000	C	NPC	RQ	QBS	PRIOR	02/2023	02/2023	03/2023	08/2023
Service contract to collect data on potential KBA site and develop report (site 3)		€30,000	C	NPC	RQ	QBS	PRIOR	06/2023	06/2023	07/2023	12/2023
Service contract to collect data on potential KBA site and develop report (site 4)		€30,000	C	NPC	RQ	QBS	PRIOR	06/2023	06/2023	07/2023	12/2023
Service contract to collect data on potential KBA site and develop report (site 5)		€25,250	C	NPC	RQ	QBS	PRIOR	12/2023	12/2023	01/2024	06/2024
Service contract to collect data on potential KBA site and develop report (site 6)		€25,000	C	NPC	RQ	QBS	PRIOR	12/2023	12/2023	01/2024	06/2024
Service contract to collect data on potential KBA site and develop report (site 7)		€26,000	C	NPC	RQ	QBS	PRIOR	06/2024	06/2024	07/2024	12/2024
Service contract to collect data on potential KBA site and develop report (site 8)		€20,305	C	NPC	RQ	QBS	PRIOR	06/2024	06/2024	07/2024	12/2024
Consultancy on Ecosystem types and mapping – Y2: 2023-2024		€8,217	C	NPC	DC	n/a	PRIOR	03/2023	03/2023	04/2023	10/2023
Consultancy on key drivers of ecosystem loss, degradation and condition assessment – Y3: 2024-2025		€8,226	C	NPC	DC	n/a	PRIOR	02/2024	02/2024	03/2024	10/2024
Consultancy in assisting the government in identifying targets for biodiversity and capacity building – Y4: 2025-2026		€4,276	C	NPC	DC	n/a	PRIOR	03/2025	03/2025	04/2025	11/2025

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Services from National Ecosystem and Biodiversity specialists on Red List assessments – Y3: 2024-2025 (advisory services from 4-5 national specialists)		€9,203	C	NPC	DC	n/a	PRIOR	02/2024	02/2024	03/2024	12/2024
Services from National Ecosystem and Biodiversity specialists on KBA identification – Y4: 2025-2026 (advisory services from 5-7 national specialists)		€13,683	C	NPC	DC	n/a	PRIOR	02/2025	02/2025	03/2025	01/2025
Malawi (Managed by MUST) - using estimated exchange rate of MK1020 to €1											
IT Equipment (Laptop, Desktop, camera, printer, data collection tablet/mobile phone)		€ 12 000.00	NC	NPC	RQ	LCS	PRIOR	November 2022	N/A	Dec 2022	Jan 2023
Venues, catering for workshops and training existing service provider at the university. Pool of suppliers for other districts. We envision most meetings to be at MUST		€ 27,068.24	NC	DC	RQ	LCS	POST	TBC	TBC	Already signed	N/A
International Travel – flights, conference fees, etc.. Contracted travel agent (MUST has an existing travel agent that handles tickets etc.)		€ 9 534. 59	NC	DC	RQ	LCS	PRIOR	TBC	TBC	Already signed	N/A

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Human resource plan

Project: Building biodiversity knowledge for action in Southern Africa: Spatial Biodiversity Assessment, Prioritization and Planning in South Africa, Namibia, Mozambique and Malawi Version⁷: Initial

Note: these codes were developed specifically for this project:

^[8] FSM: fully paid staff member (fully paid for by the project funds); PSM: partly paid staff member (where only a percentage of the salary is paid for by the project funds); S: student or postdoctoral research fellow; I: intern or other temporary staff member (e.g. short-term field assistant)

^[9] NRC: national recruitment competition; IRC: international recruitment competition; NC: no competition because already contracted.

^[10] DC: Direct Contracting (i.e. the person is already contracted); OA: open advertisement (i.e. open to any applicant, advert is placed on website and/or in other media); CA: closed advertisement (i.e. advertisement only issued to a pre-selected group of potential applicants, e.g. advert for a Masters student is only issued to the current Honours class; or the advertisement is only issued internally in the organisation not externally).

^[11] QBS: Quality Based Selection; DC: Direct Contracting (already on contract); O: other. Note: other selection method shall require prior approval from AFD.

^[12] Decision to carry out Post reviews requires AFD's prior approval.

<u>Name of post</u>	<u>Estimated Contract Amount and Currency (inclusive of tax)</u>	<u>Estimate contract amount in Euro (inclusive of tax)</u>	<u>Type of contract</u> ⁸	<u>Type of competition</u> ⁹	<u>Recruitment procedure</u> ¹⁰	<u>Selection method</u> ¹¹	<u>Review by AFD</u> ¹²	<u>Estimated advertising date</u>	<u>Estimated evaluation of candidates date</u>	<u>Estimated Contract signing date</u>	<u>Estimated Contract completion date</u>
Regional budget (Managed by SANBI) - using estimated exchange rate of ZAR16 to €1											
Assistant Director Project Management – recruitment of new contract post for 4.5 years at 5/8ths time (62.5%) to assist Carol Poole with coordination at the regional level (SANBI might pay the other 3/8ths for other work tbc)	ZAR1,842,000	€115,125	PSM	NRC	OA	QBS	PRIOR	Nov 2022	Dec 2022	Jan 2023	30/06/2027

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SANBI finance official (~30% time) (clerk that supports several projects and is funded by those projects). This is the total value of support for the 5 years.	ZAR808,803	€50,550	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
SANBI mainstreaming advisors (which staff member will depend on what advice is needed). Funding goes to contract post funded by different projects in Biodiversity Information and Policy Advice Division.	ZAR836,885	€52,305	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
SANBI Freshwater Senior Scientist (17% of current 3-year contract) (contract staff member funded by different projects) – time as advisor for Malawi (mapping and RLE).	ZAR400,000	€25,000	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
South Africa budget (Managed by SANBI) - using estimated exchange rate of ZAR16 to €1											
Red List Officer for Species – recruitment of new full-time contract post for 4.5 years	ZAR2,500,000	€156,250	FSM	NRC	OA	QBS	PRIOR	Nov 2022	Dec 2022	Jan 2023	30/06/2027
Postdoctoral Research Fellow stipend (full time) – 3 year on ecological condition	ZAR 1,050,000	€65,625	S	NRC	OA	QBS	PRIOR	Nov 2022	Dec 2022	Jan 2023	31/12/2025
Namibia (Managed by MEFT) - using estimated exchange rate of NAD17.31 to €1											
National Project Coordinator (NPC) (for 5	NAD 1,931,146.88	€ 111,562.50	FSM	NRC	OA	QBS	PRIOR	Feb 2023	Feb 2023	March 2023	30/06/2027

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years, full time) to assist Namibia with National Coordination between MEFT and Project Partners (NUST, NBRI, Museum)											
Admin Intern (for 5 years, full time) assist NPC daily admin work such as organizing meetings, workshops and basic Clerk duties.	NAD 512,000.00	€ 32,000.00	FSM	NRC	OA	QBS	PRIOR	Feb 2023	Feb 2023	March 2023	30/06/2027
Mozambique (Managed by WCS)											
National Project Technical Coordinator (4 years and 3 months, full time) to lead the project		€ 259,130.00	FSM	NRC	OA	QBS	PRIOR	Dec 2022	Jan 2023	Apr 2023	Jun 2027
Maputo Program Director (contract staff member funded by different projects) to support project management in Mozambique throughout the project period; 12% time		€ 58,593.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Project Assistant (contract staff member funded by different projects) to support technical activities in Mozambique throughout the project period; 43% time		€ 32,924.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Project Assistant (contract staff member funded by different projects) to support technical activities in Mozambique throughout the project period; 22% time		€ 13,205.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a

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Spatial Planning Director (contract staff member funded by different projects) to support spatial planning component throughout the project period; 5% time		€ 32,836.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Spatial Planning Specialist (contract staff member funded by different projects) to support spatial planning component throughout the project period; 16% time		€ 46,199.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Administrative Assistant (contract staff member funded by different projects) to support project admin and logistics in Mozambique throughout the project period; 40% time		€ 16,325.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Budget Director (contract staff member funded by different projects) to support project finance in Mozambique throughout the project period; 10% time		€ 38,237.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Country Director (contract staff member funded by different projects) to support project supervision and high-level engagement throughout the project period; 10% time		€ 48,213.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Communications Manager (contract staff member funded by different projects) to support project		€ 10,600.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a

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communication activities in Mozambique throughout the project period; 5% time											
Regional Business Manager (contract staff member funded by different projects) to support project management & finance in Mozambique throughout the project period; 4% time		€ 22,348.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Regional Grants Manager (contract staff member funded by different projects) to support project management & finance in Mozambique throughout the project period; 5% time		€ 22,247.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Regional Program Manager (contract staff member funded by different projects) to support project management & reporting in Mozambique throughout the project period; 4% time		€ 20,058.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Regional Communications Specialist (contract staff member funded by different projects) to support the development of communication materials in Mozambique throughout the project period; 5% time		€ 14,936.00	PSM	NC	DC	DC	PRIOR	n/a	n/a	Already signed	n/a
Data Management Assistants – Y4: 2025-2026 (2-3 young biologists)		€9,407	S	NRC	CA	QBS	PRIOR	Mar 2025	Abr 2025	Jun 2025	Mar 2026

Procurement & Human Resources Plan

to assist on KBA data management)											
Malawi (Managed by MUST) - using estimated exchange rate of MK1020 to €1											
Project Coordinator (current MUST staff to coordinate project), 30% of time)	MWK83 379 247.20	€ 71,744.36	PSM	NC	DC	DC	PRIOR	N/A	N/A	Already signed	N/A
Project Manager (Spatial specialist, current MUST staff), 70% time	MWK104 278 792.60	€ 102,234.11	PSM	NC	DC	DC	PRIOR	N/A	N/A	Already signed	N/A
Finance assistance (current MUST staff to contribute time), 10% time	MWK35 267 79.40	€ 34,576.27	PSM	NC	DC	DC	PRIOR	N/A	N/A	Already signed	N/A
Communication Manager (current staff at MUST and will contribute time) 10% time	MWK35 267 79.40	€ 34,576.27	PSM	NM	DC	DC	PRIOR	N/A	N/A	Already signed	N/A
Stakeholder liaison (current EAD staff, project to contribute staff time, 15% time	MWK40 491 529.40	€ 38,677.97	PSM	NC	DC	DC	PRIOR	N/A	N/A	Already signed	N/A
MSc Students (Cohort 2 students of MSc B.I.)	MK18 152 542. 20	€ 17,796.61	S	NC	DC	DC	PRIOR	N/A	N/A	Already signed	N/A
Wildlife and Environmental Society of Malawi WESM (extension of 6 Data Mobilization Interns – will use interns who are already trained through Mapping Biodiversity Priorities and African Biodiversity Challenge. (Internal recruitment @ MUST and WESM)	MWK13,830 506.32,	€ 13,559.32	I	NC	DC	DC	PRIOR	N/A	N/A	Already signed	N/A