



WWF-Kenya
Property no.118, Along Dagoretti Road,
Karen P.O BOX 62440-00200, Nairobi
Tel: 0722203407, 0202124744
www.wwfkenya.org

ADVERTISEMENT

REQUEST FOR PROPOSAL

FOR

**CONSULTANCY SERVICES TO UNDERTAKE RESEARCH, COMPILATION AND
PRODUCTION OF AFRICA FORGOTTEN FISHES REPORT**

RFP NO. WWF K/NRB/143 R1

To be received on or before 5.00 P.M.

On Friday 29th July 2022,

E mail tenders@wwfkenya.org



Letter of invitation

WWF Kenya is in the process of sourcing proposals for a Consultant to Undertake Research, compilation and production of Africa Forgotten Fishes Report

Prices quoted should be net inclusive of all costs and taxes, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the tender.

Eligible candidates should submit completed Proposal Documents marked with the Tender Name and Number addressed to the procurement Coordinator and sent by email to tenders@wwfkenya.org to be received on or before **5.00 PM on 29th July 2022**

For any clarifications, please email your query to **kenya.procurement@wwfkenya.org** no later than 2 days before the closing date.

1.0 Corrupt and Fraudulent practices

- 1.1 WWF-Kenya requires that applicants observe the highest standards of ethics during the procurement processes and the execution of contract. In pursuance of this policy WWF-Kenya:
- a) Define for the purpose of this provision, the terms set forth below as follows
 - i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of WWF-Kenya officers in the procurement process or in contract execution including acceptance of this application.
 - ii. “Fraudulent practice” means a misinterpretation of facts in order to influence a procurement process or execution of a contract to the detriment of WWF-Kenya and includes collusive practices among supplier (prior to or after application submissions) designed to establish item prices, artificial non competitive levels and to deprive WWF-Kenya the benefit of free and open competition.
 - b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application “acceptance in question”
 - c) Will declare an applicant ineligible either indefinitely or for a stated period time to be awarded any contract if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for the contract. The policy is located:
[http://wwf.panda.org/who we are/organization/ethics/](http://wwf.panda.org/who_we_are/organization/ethics/)

Application Form
(To be submitted in the letterhead of the tenderer)

Date: _____

**To: P.O BOX 62440-00200
NAIROBI.**

The Mvuli, on Mvuli road, Westlands

1. Having examined the tender documents including, Ref. No.....(insert number), the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver(Description Services)at a total cost of Kshsincluding VAT..... in conformity with the said application documents all or part of the items that may be required and are within our capability to supply.
2. We undertake, if our application is accepted, to deliver services in accordance with the delivery schedule and credit terms specified in the schedule of requirements or official order, signed by authorized staff of WWF-KENYA.
3. We agree to abide by this application for the period of processing. Preparation and execution of the tender application together with acceptance thereof which together shall constitute a binding agreement between us.
4. We agree to abide by and uphold WWF-KENYA's general terms and conditions of contract
5. We agree to abide by and uphold WWF-KENYA policy on Prevention of Fraud & Corruption.
6. We understand:-
 - a) That this is a tender/quotation application for consideration to supplier for goods/services to this tender.
 - b) That WWF-KENYA is not bound to accept this application or any other that it may receive.

Details of Authorised Signatories

Should award of this Consultancy be made to us, the following person is authorized to execute the contract (Director/CEO/Manager).

Name.....

Designation.....

Email.....

Phone.....

Dated this _____ **day of** _____ **20** _____

Name.....

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of _____
Rubber Stamp/Company Seal

Terms of Reference: Africa's Forgotten Fishes Report

Background	Freshwater fishes are critically important to humanity and experiencing higher than average rates of decline. Yet they remain out of sight and out of mind. In March 2021, WWF published a coalition report, " World's Forgotten Fishes " to raise global awareness of the importance and plight of freshwater fishes globally. This report was supported by 17 organisations. The report reached millions of people around the world, resulted in over 400 separate articles and helped to ensure freshwater fisheries were on the table at the UN Food Summit.
Proposal	<p>Africa has the highest per capita consumption of freshwater fish worldwide (2.56 kg/year), providing essential protein and micronutrients to some of the continent's poorest. This indicates the relative importance of inland fisheries to Africa, which does not yet have a major aquaculture industry. These fisheries therefore make an important contribution to African food security as part of an extensive and complex regional trade network across the continent. The biggest fishery is from the Great African Lakes (1,053,694 tonnes in 2015), which contributes more than half of the global commercial inland fisheries catch (and 10% of overall global catch).¹ At the same time, Africa's freshwaters are home to over 3,200 freshwater fish species, with almost all of them being endemic, significantly contributing to the continent's biodiversity. Underreported data, inadequate governance, overfishing, dams, invasive species and pollution have all played a role in eroding native freshwater fish populations in the last few decades, resulting in 22% of Africa's freshwater fish classified as threatened with extinction with an additional 18% being data deficient and potentially at risk.²</p> <p>Ultimately, the purpose of this TOR is to replicate the World's Forgotten Fishes report (published in 2021) in context to Africa and to address the substantial gaps in the current fisheries datasets available in Africa.</p> <p>The Africa's Forgotten Fishes report will be glossy and celebratory in tone, and comparative to the 'World's Forgotten Fishes'. The report will contain the most compelling facts and statistics to provide an overview of: Africa and its amazing fish biodiversity, the status of fishes in Africa, the economic value of African fishes (including fishery and aquarium trade); the cultural importance of fish in Africa; and a call to action for the fish and people of Africa. The report will be beautifully illustrated with compelling infographics and the best photographs available.</p> <p>In order to develop the external facing Africa's Forgotten Fishes report, an internal facing technical report will be needed. This will include an improvement of the technical data on Africa taken from the World's Forgotten Fishes report. The technical report will include a summary of the baseline and associated indicators key freshwater biodiversity (species and ecosystems) in Africa with a specific focus on fisheries.</p>

¹ [World's Forgotten Fishes report](#)

² IUCN (2019): The diversity of life in African Freshwaters: underwater, under threat

Outputs	<ol style="list-style-type: none"> 1. Africa's Forgotten Fishes – technical report (internal facing) 2. Africa's Forgotten Fishes – external facing designed publication
Required Skills and Expertise	<ol style="list-style-type: none"> 1. At least 10 years' experience working in and undertaking freshwater and aquatic research and publishing with a bias on freshwater species biodiversity 2. Experience and knowledge of freshwater biodiversity indicator species and freshwater biodiversity indexes measurement and monitoring methodologies. 3. Expertise and experience in fisheries and fish stock assessments 4. Expertise in water use planning using key tools such as remote sensing, GIS analysis and scenario modeling. 5. Knowledge of IUCN's Red List of threatened Species in Africa 6. Strong knowledge in economic valuation of value of freshwater resources 7. Strong ability to synthesize reports and documents to generate succinct recommendations and apply findings in project design. 8. String documentation and graphic design skills 9. Strong understanding of the NGO sector and government funding environment. 10. Fluency in multiple languages (English, Portuguese and Kiswahili).

Timeframe

The Consultancy will be undertaken within 60 days after signing the contract with WWF Kenya. This will be distributed as 1. Research and Report Compilation - 30 working days 2. Graphic Design, packaging, Production, and publication - 30 working days

Budget/Cost

The budget to be submitted should only consultancy fees. The consultant is responsible for government taxes and insurances. WWF will deduct the statutory 5% withholding tax. Transport, accommodation and other logistical arrangements will be covered by WWF-Kenya as per WWF policy.

Requirements in response to the ToRs

Technical Proposal

Statutory Submissions

Bidders that do not submit the following documents will not be considered for evaluation.

- **Individual Consultant:**
 - PIN certificate
 - Copy of National I.D
 - Bank Details
 - Tax compliance Certificate
 - Declaration form duly signed by the signatory authorized to execute the contract
- **Company**
 - Company PIN
 - Certificate of Registration
 - Tax Compliance Certificate
 - Bank details
 - CR12 Form

- Application form duly signed by the authorized signatory

The following is required from the consultant in response to these terms of reference as a basis for evaluation and choice of the suitable consultant firms/individuals:

- Their understanding of these terms of references;
- A proposed methodology/approach and completion period;
- The sample structure of the report as per output point 1 above.
- A capacity statement with CVs of individuals to be involved in this assignment;
- Proof of prior experience in undertaking similar consultancies- 3 letters of recommendation;
- A high-level workplan;
- A separate financial proposal with a complete cost breakdown. The costs should exclude any conference costs

How to apply

Interested consultancy firms/individuals should submit their technical and financial proposals to tenders@wwfkenya.org and clearly indicate the title of the consultancy on the subject by **Friday 29th July 2022 at 5.00 PM**

Applications submitted without the required attachments will be disqualified.

NB:

Only shortlisted applicants will be contacted.

We do not appreciate third-party mediation based on this advertisement.