Ref:

Province of the
EASTERN CAPE
ECONOMIC DEVELOPMENT,
ENVIRONMENTAL AFFAIRS & TOURISM

TERMS OF REFERENCE FOR ECOLOGICAL RISK ASSESSMENT OF THE HARVEST AND UTILISATION OF AARDVARK AND HONEY BADGER

1 CONTENTS

1. INTRODUCTION AND BACKGROUND INFORMATION 3
2. OBJECTIVES, SCOPE OF WORK AND DELIVERABLES 3
2.1. OBJECTIVE 1: INCEPTION MEETING & PROJECT STEERING COMMITTEE 3
2.2. OBJECTIVE 2: LITERATURE REVIEW, GAP ANALYSIS & SITUATIONAL ASSESSEMENT 3
2.3. OBJECTIVE 3: DEVELOPMENT OF THE ECOLOGICAL RISK ASSESSMENT REPORT 4
2.4. OBJECTIVE 4: PUBLIC PARTICIPATION PROCESS 6
2.5. OVERALL PROJECT DELIVERABLES, TIME FRAMES AND PAYMENT 7
2.6. FINALISATION OF SCOPE OF WORK AND PROJECT MANAGEMENT 8
3. PROPOSED APPROACH, BUDGET AND PROGRAMME 8
4. REQUIRED CAPACITY, QUALIFICATIONS, EXPERIENCE & TRACK RECORD 9
5. MANDATORY REQUIREMENTS FOR ALL BIDS 16
6. BID PROCESS: POST-QUALIFICATION 16
7. PERFORMANCE MANAGEMENT 17
8. CONDITIONS OF THE BID 17
9. VALIDITY PERIOD 19
10. CONTRACT PERIOD 19
11. SUBMISSION OF PROPOSALS 19
12. RETURNABLE DOCUMENTS CHECKLIST FOR BIDDERS 20
13. APPROVAL OF TERMS OF REFERENCE 22

1. INTRODUCTION AND BACKGROUND INFORMATION

The provincial conservation authority intends to undertake an ecological risk assessment of the harvest of Aardvark and Honey Badger within the province. These species are subject to various forms of utilisation including hunting for trophies and damage causing animal control in the case of Honey Badger. The Department receives applications to hunt these species and there is currently limited information regarding the sustainability of such activities. The assessment intends to apply a precautionary risk assessment approach broadly aligned with the methods used in the simplified Non-Detriment Findings under CITES. This is to evaluate whether current or potential levels of harvest may pose a risk to wild populations and assist the Department in making informed evidence-based decisions. This includes the potential setting of harvest quotas for the province and any monitoring requirements if necessary.

2. OBJECTIVES, SCOPE OF WORK AND DELIVERABLES

The objective of this document is to present the Terms of Reference for the appointment of a suitably qualified and experienced Service Provider that will assist the Department in undertaking the ecological risk assessment for Aardvark and Honey Badger through a participatory process involving the interested and affected stakeholders, landowners, conservation authorities and relevant experts.

2.1. OBJECTIVE 1: INCEPTION MEETING & PROJECT STEERING COMMITTEE

Service provider will be required to organize and attend a Project Inception Meeting (PIM) with the project team of the Department. The purpose of the PIM is to clarify the project outcomes, finalize scope of work and the project plan. The Service Provider will be expected to produce an Inception Report, following the attendance of PIM, which report will also serve as the first Project Progress Report. Thereafter, project progress reports must be submitted every two months.

A Project Task Team (PTT) will be established, where the appointed Service Provider will be expected to organize and participate bi-monthly (every 2 months) meetings. This may include physical and virtual meetings as required. The Service Provider will be expected to assume the secretariat services for the PTT and DEDEAT will chair the meetings of the PTT.

2.2. OBJECTIVE 2: LITERATURE REVIEW, GAP ANALYSIS & SITUATIONAL ASSESSEMENT

The Service Provider will be expected to undertake a comprehensive literature and data review of the available scientific literature and technical reports relevant to the species. The Service Provider must compile a report on the geographic species distribution, habitat use and requirements, population status and trends, ecological role and life

history characteristics, and known threats affecting the populations of the two species. Where information is limited, the Service Provider must identify the key gaps and uncertainty.

The Service Provider will compile and analyse information on current and historical harvest including collating and extracting permit data (hunting permits issued, damage-causing animal and any other applicable permit data as available). Where possible assess the scale, spatial distribution and trends of harvest or offtake. This may include legal trade data in terms of CITES export permits and PH registers where relevant. If available, information on illegal or unreported harvest where relevant.

The Service Provider will identify and engage with all relevant stakeholders and facilitate stakeholder workshops, both in-person and virtual, where necessary. The Service Provider will use these workshops to gather information, validate findings and obtain expert input. The Scoping / Gap Analysis Report must be submitted in both English and IsiXhosa language versions.

2.3. OBJECTIVE 3: DEVELOPMENT OF THE ECOLOGICAL RISK ASSESSMENT REPORT

The ecological risk assessment for the two species will assess the impacts of current and potential future harvests on wild populations. This includes an evaluation of the risks associated with harvest pressure, life history characteristics of the species and other threats affecting population viability. Bidders must clearly describe the methodology and analytical framework that will be used to undertake the risk assessment. The assessment must include the measures of uncertainty and data limitations. The proposed methodology should be structured, transparent and evidence based and should apply the precautionary ecological risk assessment approach to evaluate whether current or potential levels of harvest may pose a risk to wild populations. As part of the risk assessment, the Service Provider must develop a clear risk classification framework providing a transparent and structured evaluation of risk based on the best available scientific information and expert input. The Service Provider must present the results in the form of a risk classification table indicating the relevant risk associated with the current or potential levels of harvest. Where possible, the Service Provider should indicate a confidence level for each risk classification based on the quality and availability of data. The final report must clearly indicate how the precautionary principle was applied in the risk classification and management recommendations.

Recommendations contained within the RA must be evidence driven. The Department does not require the Service Provider to support or oppose utilisation, trade, hunting, harvesting or quota allocation. The Service Provider's responsibility is to objectively assess sustainability and risk based on the best available scientific information and to clearly identify any uncertainties, assumptions and limitations associated with the assessment.

Based on the outcomes of the assessment, the Service Provider must provide recommendations regarding the sustainability of current and proposed harvest activities. Where supported by the available evidence, the Service Provider may recommend harvest quotas, harvest thresholds, management interventions, monitoring requirements or other measures necessary to ensure sustainable utilisation. Where the available information is insufficient to support a harvest quota, the Service Provider must clearly state this and provide recommendations for additional data collection, monitoring or precautionary management measures.

The Service Provider must also develop a monitoring framework for implementation by landowners or permit holders to support adaptive management and future harvest permit applications.

On finalization of the project, the appointed service provider must submit to the Department 2 x memory sticks containing the following:

- A full version of the completed Ecological Risk Assessment in English. The Department reserves the right to subject the report to independent scientific peer review prior to final acceptance.
- All progress reports generated during this appointment
- All meeting minutes and attendance registers of PTT meetings
- A full Public Participation Report
- A monitoring framework developed as a user-friendly guideline (plain-language) for landowners who may not have a scientific background.
- All maps and / or diagrams generated as part of this appointment as well as the electronic GIS files in an acceptable format (ESRI Shapefile, File Geodatabase or GeoPackage).
- All data that was produced as part of this appointment and over which the Department will have ownership.

The ecological risk assessment shall be capable of being independently reviewed and shall provide sufficient scientific justification to support departmental decision-making.

2.4. OBJECTIVE 4: PUBLIC PARTICIPATION PROCESS

The minimum Public Participation Process that must be followed for the project can be summarized as follows:

- Public Participation workshops will need to be held in three regions: Amathole, Sarah Baartman and Chris Hani Regions. One workshop in each region except for Sarah Baartman Region where a minimum of three workshops will need to be held.
- It may be required to place an advertisement in local newspapers to invite interested and affected parties to the workshops and/or compile an electronic marketing brochure to share on social media.

Due to the limited availability of comprehensive population data for some species, expert consultation must be structured in such a way that expert input is used to complement available scientific data, and that any assumptions or uncertainty associated with expert judgement are clearly documented in the final report. The Service Provider MUST ensure that the stakeholder consultation and public participation process includes a balanced representation of the relevant stakeholder groups with an interest in the conservation, management and utilisation of the species. The Service Provider is to take reasonable steps to ensure that no single stakeholder group disproportionately influences the consultation process. Workshop facilitation must ensure that differing perspectives are documented and fairly represented, areas of agreement and disagreement among stakeholders are clearly identified and recorded. Stakeholder inputs are to be recorded transparently in the final Public Participation report. The Service Provider must provide a stakeholder register and a summary of stakeholder inputs indicating how these inputs were considered in the ecological risk assessment.

Scientific conclusions shall be based primarily on the best available scientific evidence. Stakeholder views shall inform the assessment but shall not be treated as scientific evidence unless supported by verifiable data.

All submission and presentations at stakeholder meetings and public workshops must be on DEDEAT's corporate branding templates. The templates will be provided to the Service Provider by the Project Manager, immediately after the appointment thereof.

Following acceptance of the draft Ecological Risk Assessment by the Project Task Team, the Department may publish (gazette) the draft report for a formal public comment period. Where applicable, the Service Provider shall consider and respond to substantive comments received during this process and revise the report where appropriate. The Department will be responsible for the gazetting process.

2.5. OVERALL PROJECT DELIVERABLES, TIME FRAMES AND PAYMENT

The table below presents a summary of output that the appointed service provider is expected to deliver on together with a schedule of tranche payments for the duration of the project. It must be noted that the deliverables may change slightly based on the outcome of the inception meeting with the appointed services provider.

DELIVERABLES	**KEY ACTIVITIES**	**TIME FRAMES**
Inception phase reporting	Meeting to: • Introduce project teams both from the Department and Service Provider • Clarify project background and to obtain any background information that may be required for the project • Finalization of scope of work, workplan and project deliverables. • To agree on the implementation approach and reporting for the project	Within 2 weeks of appointment
	• Approval of written report on agreed scope of work, implementation approach, budget breakdown and timelines as agreed in the inception meeting.	Within 2 weeks of the inception meeting
Scoping & objective setting consultations / workshops	• Undertake initial consultations with relevant stakeholders to introduce the project, obtain information on current and anticipated utilisation of the species	3 months from date of appointment.
Report endorsement by the PTT	• Undertake consultations / workshops to present the draft assessment at 5 venues in the three regions. • Endorsement of the of draft assessment by the PTT for submission to the DEDEAT.	5 months from the date of appointment
Conduct Consultations / Workshops on the Draft Assessment	• Presentation of draft assessment and inclusion of stakeholder inputs once workshops have been held at a virtual session for all regions.	6 months from date of appointment of
Final Ecological Risk Assessment Report	• Submission of the Final report for approval by the Department • Final presentation to Department on the outcomes of the assessment and recommendations	9 months from date of appointment
Additional Public Participation	It may be required to place an advertisement in local newspapers to invite interested and affected parties to the workshops and/or compile an electronic marketing brochure to share on social media.	2 months from date of appointment
Reporting and Project Management Meetings	• Submission of progress reports detailing all the work covered during the respective reporting period, budget expenditure and any challenges encountered. • Provide any information that the Department should be aware of which may affect the project in any way	Bi-monthly

Bi-monthly PTT meetings	• Organize and participate in PTT meetings on a bi-monthly (every 2nd month) meetings to discuss progress on the project, address any challenges / bottlenecks encountered during the process and plan for upcoming project activities. • The appointed service provider must provide the secretariat functions to the PTT	Bi-monthly (once every two months)

2.6. FINALISATION OF SCOPE OF WORK AND PROJECT MANAGEMENT

The final scope of work will be formalised in a Project Implementation and Management Plan, which will be an outcome of the inception meeting (within 2 weeks of the inception meeting) between the DEDEAT project task team and the service provider.

3. PROPOSED APPROACH, BUDGET AND PROGRAMME

All bidders are required to develop a table outlining a proposed approach, a proposed budget allocation including VAT for professional fees, and number of person-hours respectively for the list of items in section 3. Note, however, that the scope of the project is not limited to these line items. The proposed approach should be translated into a proposed project management plan/timeline linked to deliverables.

The travelling costs and all other disbursements be added as items to be included in the proposed budget.

DEDEAT reserves the right not to accept the lowest proposal in part or in whole or any proposal submitted in response to this request.

Payments to the Service Provider will be disbursed in tranches (X5) on a percentage basis of the total amount based on the delivery milestones as stipulated below:

EXPECTED DELIVERY	**% TRANCHE PAYMENT**
Acceptance of the Inception Report by the Department	10%
Finalization of the Scoping and Objective Setting Consultations / Workshops together with consultation/workshop report.	15%
Acceptance of the two draft Risk Assessment Reports, Literature Review and Gap Analysis Report and Public Participation Reports together with the required progress reports by the Department	35%

Acceptance of the final draft Risk Assessment Reports and Monitoring Framework by the Department for gazetting for public participation together with the required progress reports	25%
Final peer-review comments have been addressed. All GIS data have been handed over, The final monitoring framework has been accepted, and all project close-out documentation has been submitted.	15%

4. REQUIRED CAPACITY, QUALIFICATIONS, EXPERIENCE & TRACK RECORD

It is important that all bidders demonstrate that they have the required capacity, qualifications, experience and track record to undertake the project. The proposed project team must demonstrate capacity and expertise in terrestrial ecology, zoology/mammalogy, wildlife conservation and ecological risk assessments. Experience in stakeholder engagement and facilitation is also essential. Specifically:

Bidders must demonstrate that they have the requisite capacity to be dedicated to the project for the duration of the project. Bidders must have a minimum of two personnel dedicated to the project for the duration of the project, including:

A project leader responsible for overseeing the scientific and technical components of the assessment as well as coordinating and facilitating the stakeholder consultation process;

Additional team members with relevant technical expertise (e.g. GIS, ecological analysis, social facilitation experts, wildlife management and scientific report writing) must be included where appropriate.

Qualifications & Professional Experience:

The project leader must at least hold a Master's degree (preferably a PhD) in one of the following or closely related field:

- Ecology
- Zoology
- Conservation Biology
- Biodiversity Science
- The project leader must demonstrate experience in:
- Rare Fauna Ecology
- Wildlife population assessments

- Ecological or conservation risk assessments
- Biodiversity conservation or wildlife management projects
- Facilitating stakeholder workshops
- Engaging with landowners, members of the community and conservation stakeholders.
- Additional team members may include specialists in areas such as GIS and spatial analysis, wildlife ecology, biodiversity assessments and data analysis.

Company Track Records:

Bidders must demonstrate that they have a proven track record in undertaking projects of a similar nature.

Relevant experience may include projects involving wildlife conservation/management, biodiversity risk assessments, ecological risk assessments, wildlife utilisation assessments and/or biodiversity management plans for species.

Use the following table template when listing company project experience and individual team member's project experience respectively:

Table: Project Experience Template

Client Name	Details of the project scope and activities	Value of the Project	Date of project inception (start date)	Date of project completion (end date)	Reference details	Contact details of reference person
					Name: Surname: Designation Was the above mentioned person involved in the project start and close out meetings? Yes/ No Did the project provide scientifically defensible conclusions? Was the methodology robust? Were recommendations evidence-based? Would you appoint	Telephone Number: Email Address:

					this consultant again for a scientific assessment?	

4.1. BID PROCESS: PRE-QUALIFICATION

The bid process will include a pre-qualification stage where the functionality / quality of bids will be assessed. All bidders or service providers will provide a list of three (3) references who can be contacted to provide an assessment of the Service Provider's ability and / or performance on similar previous assignments. References cited must have knowledge of the Service Provider's work in all the elements for meaningful comparisons to be made. References should include the following aspects: Did the project provide scientifically defensible conclusions? Was the methodology robust? Were recommendations evidence-based? Would you appoint this consultant again for a scientific assessment?

Declaration of Independence and Conflict of Interest

The bidder shall declare any actual, potential or perceived conflict of interest that may reasonably be expected to influence, or be perceived to influence, the objectivity and independence of the ecological risk assessment.

The declaration shall include, but not be limited to:

- Current or previous consultancy services provided in relation to the harvest, utilisation, trade, hunting, management or conservation of Aardvark, Honey Badger or similar species;
- Current or previous financial, professional or advisory relationships with landowners, hunting operators, wildlife ranching organisations, industry associations, conservation organisations or other stakeholders that may have an interest in the outcomes of the assessment;
- Any direct or indirect financial interest that may benefit from recommendations relating to harvest levels, quotas, utilisation or trade.

The Department reserves the right to request further information regarding any declared interest and to determine whether such interest may compromise, or be perceived to compromise, the independence and credibility of the assessment.

Failure to disclose a relevant conflict of interest may result in disqualification from the bidding process or termination of the contract if discovered after appointment.

Shortlisted bidders / service providers may be expected to make a presentation where they will demonstrate similar previous work.

The elements that will be considered for determining quality/functionality are:

QUALITY / FUNCTIONALITY	Score out of 5	WEIGHT/ 100
Bidder's understanding of the brief: The proposal demonstrates a clear understanding of the objectives, scope of work and expected deliverables for the risk assessment and stakeholder consultation process.		20
No understanding of the brief, proposal is unclear, results and deliverables are not identified	0	
Basic, simple understanding of the brief, proposal is partially clear, basic results and deliverables are identified	3	
Full and clear understanding of the brief, proposal is descriptive, and results and deliverables are detailed and well communicated	5	
The methodology and approach to be used: The RA must constitute an independent, objective and scientifically defensible assessment of sustainability and risk. The purpose of the assessment is to determine whether current and proposed utilisation is non-detrimental to the survival of the species in the wild and consistent with its ecological role and long-term conservation. The consultant shall: apply a structured risk assessment methodology that explicitly evaluates the following: species biology and vulnerability to harvest; population status and trends; distribution and extent of occurrence; current and historical utilisation levels; legal and illegal offtake; habitat suitability/condition and current threats; effectiveness of existing management and governance measures. The RA must clearly distinguish between verified data, expert opinion, assumptions, data gaps and uncertainties. Uncertainty must be quantified wherever possible and demonstrate how uncertainty was incorporated into the final assessment and recommendations. Apply the precautionary principle where information is incomplete, uncertain or inadequate. The methodology shall include explicit scoring or ranking of risk factors, weighting of threats where appropriate, confidence scoring and a documented process for deriving overall risk categories. Present all data sources (including historical permits issued, previous risk assessments received), calculations, analyses, models and assumptions in a transparent manner to allow independent review and replication. The RA must include an evaluation of cumulative impacts of all known sources of mortality, removal or utilisation and not solely the activities associated with permit applications or intended trophy hunting. The RA must provide a clear rationale for all recommended quotas, harvest limits, management thresholds or utilisation levels. Recommendations are to be developed using		25

the outcomes of the RA and available evidence. Quotas may not be predetermined and must be scientifically justified. The RA must include a sensitivity analysis demonstrating how changes in key assumptions or parameters influence the assessment outcome and recommended harvest levels. The RA must also identify monitoring requirements, indicators and adaptive management measures necessary to validate assumptions and ensure continued non-detriment.		
Proposed methodology and approach is not relevant, legislative context and science not sufficient	0	
Proposed methodology and approach meet the basic requirements of the terms of reference. The bidder demonstrates an adequate but basic understanding	3	
Proposed methodology and approach meet all the requirements of the terms of reference (as per paragraph 2 above). A detailed methodology and approach are developed. . The bidder demonstrates an advanced understanding of the terms of reference.	5	
The qualifications of Company Personnel to be utilised for this project: • A project team including, at minimum, a lead scientist with a postgraduate qualification (MSc or PhD) in ecology, zoology, conservation biology, wildlife management or a related field. • Previous authorship or co-authorship of Non-Detriment Findings, species status assessments, ecological risk assessments, conservation assessments, or equivalent scientific reports will be an advantage. • Demonstrated experience in quantitative ecological analysis and interpretation of population data. • Demonstrated experience with CITES, NEMBA, TOPS Regulations and relevant provincial conservation legislation. • At least one member of the project team must have an Honours Degree in Social Sciences, Social Facilitation or Psychology and/or demonstrated experience in stakeholder facilitation. • Other project members to have a minimum of bachelor's degree or NQF7 qualification in GIS or related field • Certified proof of qualifications for the project team to be attached, should proof not be attached, the bidder will not receive points on this part of the evaluation		15
None of the project team members, including the Project Leader have post graduate degree in any of the fields specified above.	0	
Project Leader has a Master's degree or above in any of the disciplines listed above, at least one project team members has an Honours Degree or above in social sciences, social facilitation or psychology and the rest of the project team members have Bachelor's Degree or above in any of the disciplines listed above.	5	
The project experience of the Company Personnel to be utilised for this project:		

The bidder shall demonstrate that the proposed project team possesses the qualifications, skills and experience necessary to undertake a scientifically robust Risk Assessment. The proposed Project Leader must: • Have a minimum of five (5) years' experience in wildlife conservation, ecology, biodiversity management, environmental science or a related field. • Have successfully led and completed at least five (5) projects involving one or more of the following: Wildlife population assessments; Ecological risk assessments; Conservation risk assessments; Biodiversity management plans; Species management plans; Non-Detriment Findings (NDFs); Sustainable use assessments. • Provide copies of the relevant project reports, or executive summaries where confidentiality restrictions apply, together with evidence of independent scientific review, peer review, technical review, client acceptance, or final approval by the commissioning authority. Where confidentiality agreements prevent submission of reports, alternative evidence may be provided. Stakeholder Engagement Specialist • At least one member of the proposed project team must demonstrate experience in stakeholder facilitation and conflict resolution, including: Successful facilitation of a minimum of five (5) stakeholder engagement processes, workshops, public participation processes, community meetings or consultation forums involving biodiversity, conservation, natural resource management or related matters. • Demonstrated ability to facilitate discussions involving multiple stakeholder groups and resolve complex or potentially conflicting issues. GIS and Spatial Analysis Capacity • The project team must demonstrate experience in the application of Geographic Information Systems (GIS) and spatial analysis by demonstrating experience in species distribution mapping, habitat suitability modelling, or spatial ecological analysis and at least three (3) wildlife, biodiversity, conservation or natural resource management projects where GIS analyses formed part of the project methodology. Examples may include: species distribution mapping; habitat suitability analysis; range assessments; land-use and habitat change assessments; spatial risk assessments; population distribution analyses. Personnel Roles and Responsibilities • The bidder shall clearly indicate the role and responsibility of each proposed team member and describe their specific contribution to each referenced project. Curriculum Vitae and References • Detailed curriculum vitae of all proposed personnel shall be submitted. Each CV must include: Relevant qualifications; Professional registrations (where		25

applicable); Relevant project experience; Contactable references for projects cited in the proposal. The Department reserves the right to verify qualifications, project experience and references and may disqualify bids where information cannot be substantiated.		
The team leader and the project team do not have the required project experience.	0	
The team leader has some experience in managing projects as outlined above but has less than 5 projects under his/her management, and the project members have less than the required amount of project participation.	3	
The team leader and other project members each demonstrate sufficient and or exceed project experience as outline above.	5	
Company experience in managing similar projects The bidder must demonstrate a proven track record in the successful completion of projects relevant to wildlife conservation, biodiversity management, species management, ecological risk assessment, conservation planning, Non-Detriment Findings (NDFs), or related environmental fields. The bidder shall submit: • A minimum of three (3) completed projects of a similar nature undertaken within the last ten (10) years. • Three (3) signed reference letters from clients for the projects submitted. Reference letters must be on the client's official letterhead and include the name and contact details of a contactable reference. • A completed project experience schedule in the prescribed format. • For each project submitted, the bidder must provide the following: project title; client name; project value; project duration; scope of work undertaken; key personnel involved and their roles; outcomes and deliverables produced; evidence of project completion and acceptance by the client. The Department reserves the right to verify project experience and contact references provided. Where applicable, bidders are encouraged to provide evidence that previous projects were subjected to independent technical review, scientific peer review, or formal acceptance by a regulatory authority. The Department may assess the relevance, complexity and technical quality of submitted projects and reserves the right to allocate reduced scores where projects are not considered comparable in scope, complexity or technical requirements to the services required under this Terms of Reference. Failure to submit the required reference letters shall result in zero (0) points being awarded for this criterion.		15

Bidders that fail to demonstrate previous experience in wildlife conservation, biodiversity management, ecological risk assessment, species management, Non-Detriment Findings, or closely related environmental projects shall receive zero (0) points for this criterion.		
The company demonstrates no experience and no proof of having conducted any environmental related projects or projects of a similar nature as listed above	0	
The company demonstrates 3–4 relevant projects of comparable complexity with strong references.	3	
The company demonstrates proof for 5 or more successful projects and signed letters with contactable references attached for all the projects listed. Extensive track record of highly relevant projects, including NDFs, ecological risk assessments, species management plans or biodiversity management plans demonstrating scientific rigour and regulatory acceptance. Additional consideration may be given where the bidder demonstrates successful completion of similar projects commissioned by government departments, conservation authorities, research institutions, universities or other recognised scientific organisations, provided that evidence of project completion and client satisfaction is supplied.	5	

Bidders will be evaluated on a 5-point scale where 0 = Weak, 3 = Average, 5 = Good. Bidders will be required to obtain at least **70% (70/100)** in order to qualify for the final evaluation stage. A bidder that scores less than 70 points out of 100 points in respect of functionality will be regarded as submitting a non-responsive proposal and will not be considered further

5. MANDATORY REQUIREMENTS FOR ALL BIDS

- Complete and signed SBD 4 (declaration of interest)
- Resolution authorising a particular person to sign the bid documents.

6. BID PROCESS: POST-QUALIFICATION

In terms of the revised Preferential Procurement Regulations 2022, the Department will utilize the following specific goals as required by section 2(1) (d) of the Preferential Procurement Policy Framework Act:

Historical Disadvantaged Individuals (HDI): see details below:

To enforce the implementation of RDP goals and to ensure local economic development for procurement above, the Department of Economic Development, Environmental affairs and Tourism shall allocate preference points to any of the following categories:

- HDI black people

- HDI youth
- HDI women
- HDI with disabilities
- HDI living in rural underdeveloped areas or township
- HDI living in Eastern Cape province
- A co-operative or non-profit organization which is at least 51% owned by black people.
- HDI who are Military veterans

Bids shall be evaluated on 80/20 principle. Preference points will be allocated as per below table

Specific Goals	**Allocation of points**
HDI black people	5
HDI women	5
HDI youth	5
HDI living in the Eastern Cape Province	5

7. PERFORMANCE MANAGEMENT

Performance against the deliverables will be closely monitored by DEDEAT as follows.

TOOL	**FREQUENCY**	**EXPECTATION**
Project Task Team	Bi-Monthly	Written Progress Reports and Presentations in person or virtual at the PTT meetings
Special Sessions	Ad hoc	Detailing of any burning issues that need immediate intervention or decision
Review of all reports by the PTT	As per the delivery of milestones outlined in paragraph 2.5	Written project reports and implementation progress reports

8. CONDITIONS OF THE BID

The service provider should provide in so far as possible the following:

- A comprehensive budget including VAT showing the charge out rate of all the staff to be involved in the rendering of the services and also all other cost factors such as travelling. Travelling costs and all other disbursements and time spent or incurred between home and office of consultants and DEDEAT offices will not be for the account of DEDEAT.
- Services rendered outside the scope of this project without the prior approval of the DEDEAT Programme Manager will not be reimbursed.
- Should a prospective service provider/consortium choose to work in a consortium with others, DEDEAT will confine its contractual dealings with the primary service provider/consortium
- All Project Team Members / bidders must provide a list of Three (3) references who can be contacted to provide an assessment of the Project Team Members who will be working on this project as well as Service Provider's ability and /or performance on similar previous assignments.
- References cited must have knowledge of the Project Team Members /Service Provider's work in all the elements for meaningful comparisons to be made. If the references cited are unable to give meaningful assessments of the Project Team Members /Service Provider's previous work, then the scores will reflect this.
- Curriculum Vitae's and certified copies of highest qualification and identification documents of the Project Team members MUST be attached to the proposal document.

Bidders' rates should not exceed those prescribed by the office of the Auditor-General of South Africa (AGSA) or Department of Public Service and Administration (DPSA).

DEDEAT reserves the right to invite shortlisted companies to conduct presentation of their bid proposals for final decision.

The tender will be awarded subject to a legally enforceable contract being entered into between the preferred bidder and the DEDEAT, which will impose material terms and conditions of the contract applicable to the parties in rendering the intended services.

DEDEAT is not bound to select any of the firms submitting proposals. DEDEAT reserves the right not to award the contract to the lowest bidding price as well as to renegotiate the bid of the preferred applicant.

DEDEAT will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid and DEDEAT reserves its right to terminate the contract at such earlier time as it may decide suitable, should the Service Provider have completed the provision of the services in terms of the contract prior to the expiry of the 9 (nine) month contract term.

The service provider must be cleared by the National Treasury as per section 28 of the Prevention and combating of corrupt activities act, (act 12 of 2004) and the department will implement the law, especially section 28(3)(iii).

Bidders must comply with all procurement conditions of the department, including the provision of valid tax clearance certificates;

Preferential Procurement Policy Framework Act (PPPFA) principles shall apply; submissions will be evaluated according to the provisions of that Act;

The service provider will undergo vetting by the State Security Agency and may be disqualified or discharged if appointed, if it does not meet the security level required (see the Service Level Agreement).

Report any known or suspected corruption involving the state to 0800 701 701 as is also required in terms of section 34 of the Prevention and combating of corrupt activities act, (act 12 of 2004)

9. VALIDITY PERIOD

Proposals are expected to remain valid for 90 days from submission.

10. CONTRACT PERIOD

The contract period will be a maximum of 9 months, commencing on the date of issuance of the Purchase Order by the Department to the appointed service provider.

11. SUBMISSION OF PROPOSALS

Only bids by those entities that are registered on the DEDEAT Supplier database will be considered, you are requested to submit a costed proposal for delivering the specified services on behalf of the DEDEAT. One original and two photocopies of the completed proposal shall be placed in a sealed envelope clearly marked: "ECOLOGICAL RISK ASSESSMENT OF THE SUSTAINABLE HARVEST AND UTILISATION OF AARDVARK AND HONEY BADGER " and deposited in the Bid Box located at **Department of Economic Development, Environmental Affairs and Tourism, 2nd floor Chungwa Building, Independence Avenue, Bhisho, 5605**.

The closing date for the submission of completed proposals as advertised in the call for proposals is the _____ of _____ 2026 at 11h00. Late proposals will not be considered. Telegraphic, telexed, facsimiled or e-mailed submissions will not be considered.

12. RETURNABLE DOCUMENTS CHECKLIST FOR BIDDERS

DOCUMENTS	CONDITIONS	To be returned by the bidders
Resolution authorizing a particular person to sign the bid documents	It must be signed by the director of the company	
SBD 1 (invitation to bid)		Yes
SBD3.3 (pricing schedule)		Yes
SBD4 (declaration of interest)	It must be signed and bidders to take note of section 2.3 of the document	Yes
SBD6.1 (preference points claim form in terms of Preferential Procurement regulations 2022		Yes
Proof of CSD		Yes, for Tax verification
JV / Consortium agreement and CSD Registration for each party to the JV/Consortium		Yes

For bid enquiries contact:

Mr. Vuyani Balman
Deputy Director: SCM
Supply Chain Management
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Ms. Hlokoma Mtshotshisa
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13. APPROVAL OF TERMS OF REFERENCE

Name **Position**	**Ms. Noluthando Bam** **Control BO: Biodiversity Conservation Management**	**Mr. D Kentane** **Bid Specifications Committee Chairperson**	**Mrs. C. Nong** **Chief Director: Environmental Affairs**	**Ms: K. Mayile** **Director: SCM**	**Mrs: Sibongile Jongile** **Chief Financial Officer**	**Ms. Mickey Mama** **Head of Department**
Action	Compiled by	Recommended / not recommended	Recommended / not recommended	Recommended / not recommended	Recommended / not recommended	Approved / not approved
Comments		Supported	Recommended	Recommended	supported	approved
Signature	Noluthando Bam (Jul 22, 2026 16:32:24 GMT+2)				Sibongile Jongile (Jul 27, 2026 11:46:18 GMT+2)	Mickey Mama (Jul 27, 2026 12:47:53 GMT+2)
Date	22/07/2026	22/07/2026	24/07/2026	27/07/2026	27/07/2026	27/07/2026

TOR Small Mammals_final_13_07_26

Final Audit Report 2026-07-27

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