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**TERMS OF REFERENCE**  
**FOR CONDUCTING LEOPARD SCOPING RESEARCH PROGRAMME**  
**MULTI-YEAR**  
**FY2023 TO FY2025/26 - AND BEYOND**

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## 1 INTRODUCTION AND BACKGROUND INFORMATION

### 1.1 INTRODUCTION

#### **National & International Status**

Leopard (*Panthera pardus*) is globally classified as Vulnerable, with most recent assessments indicating that the species meets vulnerability under criteria A2cd of the International Union for Conservation of Nature's (IUCN) Red List. This is based on an evaluation from 2015 (Swanepoel *et al.*, 2016) that has been amended in 2019 and 2020. Some *P. pardus* subspecies' populations were noted by the IUCN to be endangered by 2020, while others continued to decline, with many reaching critical levels of decline. Indications are that the species is on the brink of extinction. The IUCN Red List is the most extensive assessment of the global conservation status of plant and animal species. It has a sound scientific base and is often regarded as the most credible source of information on the state of biological variety.

Furthermore, leopard is listed in Appendix I of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) which is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten the survival of the species. Jacobson *et al.*, 2016 stated that, leopard has suffered a historic range loss 63–75% worldwide and 80% of its past range in South Africa.

Nationally, the Leopard has been classified as vulnerable and has been listed under Threatened or Protected Species (TOPS) list (2007) which is developed under the National Environmental Management; Biodiversity Act (Act 10 of 2004). That means Leopard is one of the species that is facing an extremely high risk of extinction in the wild in the medium-term

future. Currently, the known threats to leopard populations in South Africa include agricultural development, hunting, poaching for skin and body parts, and human population encroachment. Known geographical distribution and range includes the remote mountainous regions of the Western Cape, the bushveld wildlife areas of the North West Province, Limpopo Province, Mpumalanga and KwaZulu-Natal, and the semi-desert areas of the Northern Cape bordering on Botswana. Scientists believe the mammals live in the Drakensberg mountains, which border KwaZulu Natal in the Eastern Cape. However, views on the ground and reports on incidents indicate that the Baviaanskloof area is home to one of the province's leopard populations. If there are large populations in the Western Cape, the reports and instances make sense.

The Department; Chief Directorate Environmental Affairs through the Sub-Programme Biodiversity Conservation is mandated to conserve the diversity of landscapes, ecosystems, habitats, biological communities, genes and species, and sustainable use of natural resources in the Province of the Eastern Cape. In the case of leopards and other wild cats, the Department has a responsibility of scoping the existing population for best practice in conservation, management and preservation of the gene bank. The policies and management plans which the department is expected to develop are dependent on a scoping exercise which determines the management plans for best practice and inputs into policy, policy alignment and general methodologies to be applied for the management of species in the Eastern Cape Province.

The National Department, DFFE, has listed the species for contribution to Biodiversity Economy in the Country. The species is classified as one of the High Level Species in the Country. The species is without a doubt an international icon and this is highlighted by the fact that it has been listed in Appendix I of CITES. However, the Province is unable to get quotes for hunting because there is no convincing evidence and information on the number of animals in the Province. Second Phase of the research seeks to beef and verify the report

provided in Phase1 Leopard Scoping Research conducted in 2024/25. Obtaining population second opinion on data will help develop a defensible report, which may be used to request a hunting quota and, via sustainable wildlife exploitation, increase the number of jobs available to young people in the Eastern Cape. It is in this back ground that the sub-directorate, Biodiversity Conservation, has identified the risk and is seeking an intervention. The information that is available in the Department originally came from incident reports in communities at Baviaanskloof; knowledge, experiences and perceptions of community members and affected private farmers who have a continuous interaction with species. Phase 1 Research had no baseline except that information. The concern also is on constant conflict between the animal and people that caused conflict and unhealthy environment in these communities, hence urgent intervention is sought to resolve the tensions.

Noting that these animals are nocturnal and prefer mountains, dense thicket vegetation in gorges and valleys, it is difficult to count them and make the needed decisions. Additional to that, is the character of these animals, which makes it difficult to conduct full surveys and census on them unless specialized equipment and expert methodologies are employed. It is therefore necessary that we get specialized expertise to conduct research on estimate Leopard numbers, and range densities within the Province prioritizing areas around the Baviaanskloof Wilderness Area in Sarah Bartman Region, where incidences are frequently reported. These areas will continue to be pilot sites for Phase 2 Leopard Scoping, to determine further actioning for the development of a management plan.

There is a variety of accepted techniques and protocols that could be applied in conducting this research. The service provider must present the best strategy using these techniques and methodologies on how he/she would go about conducting this research.

## **2 TERMS OF REFERENCE FOR CONDUCTING LEOPARD SCOPING RESEARCH PROGRAMME; TRACKING AND COUNTING OF LEOPARDS**

## OUTSIDE THE PROTECTED AREA IN A PORTION OF BAVIAANSKLOOF MEGA RESERVE; GROENDAL NATURE RESERVE AND SURROUNDING AREAS.

### PROJECT OBJECTIVES AND SCOPE OF WORK

The Department is looking for the services of a Professional Service Provider that is an Ecologist or Research Expert. The minimum prerequisite is a B.Sc. Honours (or equivalent) in biological sciences from a reputable and accredited institution of higher learning. The ecological consultant/service provider must have worked for 3 -5years as a scientific researcher in biological sciences, who has been involved in research in CATS and necessary skills to work independently.

#### Scope of Work

1. The service provider must have 3 – 5 years experience dealing with leopards / CATS and be able to do independent research in leopard information.
2. Collect data, and deliver a report on leopard population numbers and densities in the Study Area.
3. The research area includes a portion of the boundary of the Baviaanskloof Mega Reserve, the 7 Groendal Nature Reserve and Conservancies in the surrounding environments, including farms that border the reserve.
- 4. Terrestrial Biodiversity Expert Appointed Service Provider should do;**
  - a. Site Inspection and Verification Assessment Report and **it must contain**,
    - i. Specialist contact details
    - ii. Their SACNASP registration number
    - iii. Their field of expertise and a curriculum vitae

- iv. Submit at least 3 signed letters of support indicating the independence by the specialists, or recognised Scientific Agencies and Authorities
- v. Give Profile Evidence Reports on Ecological Research Projects and that the Specialist has conducted within the past five years;
- vi. Provide Portfolio of Evidence on the duration of similar project conducted, a description of the methodology used, including equipment and modelling used.
- vii. Record any uncertainties or gaps in knowledge or data observed and or experienced during site inspections and their relevance to the research that is being conducted.

Draw risk observation checklist and provide precautionary measures for mitigation and reduction of risks.

**5. The Service Provider must conduct site inspection for verification and provide data and the report.;**

**Report must contain the following;**

- Provide a description of terrestrial biodiversity and ecosystems value on the site
- Description of any significant terrestrial landscape features, including rare or important flora-faunal associations,
- presence of strategic water source areas (SWSAs) or freshwater ecosystem priority area (FEPA) sub catchments; Map the areas and give coordinates
- description of terrestrial biodiversity and ecosystems on the research site
  - main vegetation types and densities
  - threatened ecosystems, including listed ecosystems as well as locally important habitat types identified.
  - The ecological foot-prints on corridor movement of faunal and floral species

- 3.1 The site visit assessment must provide a baseline description of the sites on adjacent land pockets neighbouring the site and give report on the identified site's terrestrial biodiversity value and classification status
- 3.2 Mine the relevant local information and reports that are available as basic data that could guide to effective methods of scoping, counting tracking of Leopards that would form part of the research to be conducted.
- 3.3 Explore any resources in research programmes, publications and journals that would give baseline information to determine project impact, surveys and activities to be conducted to determine Gaps in Phase 1 Leopard Scoping Research and any other Research that has been conducted in the area to ensure success of the Phase 2 Research.
- 3.4 Detail the methodology to be used in Phase 2 Leopard Scoping Research.
- 3.5 Tracking, counting of Leopards in and around the Protected Area in a portion of Baviaanskloof Mega Reserve and Groendal Nature Reserve and neighbouring farms and surroundings.
- 3.6 Map the study area, give clear landscape and habitat description;
  - 3.6.1 mark the water points and other frequented areas
  - 3.6.2 Give the description of any significant terrestrial landscape features (including rare or important flora-faunal associations, presence of strategic water source areas (SWSAs) or freshwater ecosystem priority area (FEPA) sub catchments; detail the description observations of terrestrial biodiversity and ecosystems on the preferred site
  - 3.6.3 Map and give coordinates of the corridor between the identified site of the Protected Area and the outside habitat to the neighbouring livestock farms bordering the Protected Area.
  - 3.6.4 Detail the ecological status and the ecosystems and including the land uses that are identified in the corridor



4. Conduct Research and collect information on spotted Leopards and identify patterns of each leopard and their frequency in one spot to reconcile the identity of each animal.
5. Do scoping and record of the different sites and environment where Leopards are spotted and register the frequency of spotting and record any special biological features where frequency occurs (the attraction sites) and Colour mark the frequent spots.
6. Identify Leopard Sex, Size and capture quality pictures to identify the range of age, as this is key for culling and hunting.
7. Observe the animal behavior movement from protected area and outside through corridors to Livestock neighboring farms.
8. Count population numbers in the corridors between protected area and outside
9. Carry out a match and accurate Leopard identification analysis
10. Record and do analysis of the predator behavior of Leopards on livestock in the corridors and neighboring farms
11. We acknowledge that Leopards can walk distances and cover a radius of up to 30km per night especially when having curbs. It is advisable to place different Cameras for Density and could place individual cameras at different stations for identification.
12. Service Provider to give area radius that can be covered to be able to determine area coverage for capturing distance that one animal could cover to be captured within an individual home range
13. Repeated covers should be done
14. Produce a report with recommendations on the best conservation principles for leopard management in the study area and provide the raw data of all the parameters measured.

Note that the time frames for full research is over 12 months. Compliance and reporting time frames will be discussed with the appointed service provider for Phase 2 Leopard Scoping Research prior the commencement of the projects.

The report and data provided by the service provider / specialist will be tabled to interested and affected Leopard Stakeholders, Technical and Scientific experts to provide technical inputs on the draft report.

Service Provider will draft final report with recommendations and hand over to the Department. The Department will make a decision on the best processes to follow and the implementation thereof.

The information will not be distributed to other parties before the Department issues a statement on the status of the Document.

All the raw data collected and submitted to the Department will remain the property of the Department for use in future research Programmes of the Department.

### **3 FINALISATION OF SCOPE OF WORK AND PROJECT MANAGEMENT**

The candidate is required to develop a table outlining a proposed approach, a proposed budget allocation for professional fees, and number of person-hours respectively for the list of items in section 3 and printing costs. 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.

### **4 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 quoted. The proposed approach should be translated into a proposed project management plan/timeline linked to deliverables.

The project will be conducted strictly inline with the TOR.

Quoted amount to be approved inline with approved project funding projection.

The appointment letter to be signed off by HOD DEDEAT during the appointment of Service Provider.

There will be no Financial Deviations accepted anytime during commencement of the project. and any proposal or motivation on financial deviations will not be *accepted*

## 5 REQUIRED CAPACITY, QUALIFICATIONS, EXPERIENCE & TRACK RECORD

It is important that the candidate/project team demonstrates that they have suitable capacity, qualifications, experience and track record to undertake the project. The project team must demonstrate capacity/expertise in field of biological sciences/environmental sciences : Specifically: in terrestrial ecology

- Capacity: Bidders must demonstrate that they have adequate human and other resources to dedicate to the project – **3 to 5 personnel**;
- Qualifications & Professional Experience: Bidders must demonstrate that their team members or managers assigned to this project have the necessary qualifications and experience to undertake such a project. **(Team leader at least a post graduate qualification and have credible record in a similar research with at least 4-5 years experience)**
- Experience & Track Records: Bidders must demonstrate that they have more than **3 years'** previous relevant experience as a bidder, alternatively that the team members have such experience; and have a track record of more than **4 -5 years** and above in similar projects and should provide references and POE
- Locality – Preferential points will be given to suppliers residing in the Eastern Cape.

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 inception (start date)	Date of project completion (end date)	Reference details	Contact details of reference person

			Location /Province			
					Name:  Surname:  Designation  Was the above-mentioned person involved in the project start and close out meetings? Yes/ No	Telephone Number:   Email Address:

## 6 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. **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
<b><u>Company Experience</u></b>  Bidders to submit proof of experience which must entail the following detail: <ol style="list-style-type: none"> <li>Summary of previous contracts held – Detail, Duration, Contact details of references.</li> <li>Attach reference letters supporting information in (a).</li> </ol>		

Company have no previous track record in conducting projects of this nature	0	30
Company demonstrate 2 to 3-year track record in conducting projects of this nature	2	
Company demonstrate a greater than 3 years but less than 5 years track record in conducting projects of this nature	3	
Company demonstrate a greater than 5 year but less than 7-year track record in conducting projects of this nature	4	
Company demonstrate a 7 year and above track record in conducting projects of this nature	5	
<b><u>Quality of proposed methodology (Refer to objectives in scope of work section)</u></b>		
Proposed methodology does not address any objectives listed in the scope of work	1	40
Proposed methodology addresses all the objectives and includes a costed project plan linked to timelines. The bidder demonstrates an advanced, broad knowledge and expertise in the field encompassing the different levels of ecology, including organisms, communities, population, landscaping understanding of ecosystems ecology. The bidder must provide all the collected data to DEDEAT. The bidder has to developed a monitoring and evaluation tool that will optimise the potential of the project.	5	
<b><u>Qualification of Allocated Personnel</u></b>		
<b>Note:</b>		
1. The bidder will receive no points in this section if basic Curriculum Vitae are not included in the proposal and certified copies of qualification.		

2. Bidder must have at least have 3 to 5 personnel (1x Team leader, 4x key personnel) to deliver on this project. If bidder have less than 3 personnel, this will result in no points.		
Team leader with under-graduate qualification in the field of Ecology, Ecology and Environmental Studies/ Conservation Biology/ Science studies and is able to integrate fundamental principles to solve problems of human conflict with species in the environment.	3	15
Team leader with post-graduate qualification in Ecology / science field that could demonstrate the ability to collect data, evaluate and interpret scientific data	4	
Team leader with PHD qualification and is able to apply quantitative models and qualitative data to solve problems in ecology and has skills in solving problems of interest to human society	5	
<b>Experience of Allocated Personnel</b>  <b>Note:</b>  1. The bidder will receive no points in this section if basic Curriculum Vitae are not included in the proposal.  2. Bidder must have at least 3 to 5 personnel (1x Team leader, 4x key personnel) to deliver on this project. If bidder have less than 3 personnel, this will result in no points.		
Team leader and key personnel have no experience on conducting projects of this nature	0	10
Team leader and key personnel have 2 years' experience on conducting projects of this nature	2	

Team leader and key personnel have 3 to 5 years' experience on conducting projects of this nature	3	
Team leader and key personnel have 5 and above years' experience on conducting projects of this nature	5	
<b><u>Locality</u></b>  <b>Note:</b> <ol style="list-style-type: none"> <li><i>The bidders must provide a utility bill / lease agreement as prove that the company is based in the Eastern Cape.</i></li> <li><i>Bidder will receive no points if above document is not provided.</i></li> </ol>		5
Bidder / company not located in the Eastern Cape	2	
Bidder / company located in Eastern Cape	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 **60% (60/100)** 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 considered further

## 7 MANDATORY REQUIREMENTS FOR ALL BIDS

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

## 8 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:

(a) Historical Disadvantaged Individuals (HDI): see details below:

To enforce their 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 organisation which is at least 51% owned by black people.
- HDI who are Military veterans

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

Specific Goals	Allocations of Points
HDI women	10
HDI living in Eastern Cape province( Provide proof of address/ utility bill/ lease agreement)	10

## 9 PERFORMANCE MONITORING

Performance against the deliverables will be closely monitored by DEDEAT.

MONITORING TOOL	FREQUENCY	EXPECTATION
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Inception Meeting	Once	Presentation of implementation plan by service provider and adoption by Project steering committee
Briefing Sessions	As required	Oral (physical ) on site
Report	As per project implementation plan	Written Progress Reports
Special Sessions	Ad hoc	Troubleshooting – presentation of proposed solutions

## 10 CONDITIONS OF THE BID

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

- a) 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.
- b) Services rendered outside the scope of this project without the prior approval of the DEDEAT Programme Manager will not be reimbursed.

- c) 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
  - d) 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.
  - e) 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.
  - f) Curriculum Vitae's of the Project Team members **MUST** be attached to the proposal document.
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- 1. Bidders rates should not exceed those prescribed by the office of the Auditor-General (AGSA) or Department of Public Service and Administration (DPSA).
  - 2. DEDEAT reserves the right to invite shortlisted companies to conduct presentation of their bid proposals for final decision.
  - 3. The tender will be awarded subject to a legally enforceable contract being entered into between the preferred bidder and DEDEAT, which will impose material terms and conditions of the contract applicable to the parties in rendering the intended services.
  - 4. 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.
  - 5. 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 5 (five) month contract term.
  - 6. 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).

*PM*

7. Bidders must comply with all procurement conditions of the department, including the provision of valid tax clearance certificates;
8. 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)

#### **VALIDITY PERIOD**

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

#### **CONTRACT PERIOD**

The contract period will be a maximum of 12 Months for Phase 2, however it will be (Multi-Year Project). The final report for Phase 2 must be submitted before the close out date of Phase at the end of project of 12 months time frames.

#### **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 DEDEAT. One original and two photocopies of the completed proposal shall be placed in a sealed envelope clearly marked:

**Phase 2“ Leopard Scoping Research: Baviaanskloof and Groendal Nature Reserve and Surrounding Farms” deposited in the Bid Box located at Department of Economic Development, Environmental Affairs and Tourism, 2<sup>nd</sup> Floor ,  
Cnr of Independence Avenue and Siwane Avenue, Chungwa Building , Bhisho, 5601**

*PM*

The closing date is .....of .....2025 and time is .....11 A.M..... for the receipt of completed proposals is as advertised in the call for proposals. Late proposals will not be considered. Telegraphic, telexed, facsimiled or e-mailed submissions will not be considered.

## RETURNABLE DOCUMENTS








DOCUMENTS	CONDITIONS
A company registration certificate	Copy must be certified by a commissioner of oaths
A Company Intellectual Property Commission (CIPC)	Copy must be certified by a commissioner of oaths
Resolution authorizing a particular person to sign the bid documents	
SBD 1 (invitation to bid)	
SBD3.3 (pricing schedule)	
SBD4 (declaration of interest)	
SBD6.1 (preference points claim form in terms of Preferential Procurement regulations 2022)	

Proof of CSD	
Proof of logis number	

<p>For technical information contact:</p> <p>Phumla Mzazi-Geja Senior Manager: Biodiversity &amp; Coastal Zone Management Tel: 043 605 7032; cell no: 0827752206 Email: Phumla.mzazi@dedea.gov.za</p>	<p>For bid enquiries contact:</p> <p>Ms Hlokoma Mtshotshisa Assistant Manager: SCM Supply Chain Management Tel: (043) 605 7191 e-mail: Hlokoma.mtshotshisa@dedea.gov.za</p>
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APPROVAL OF TERMS OF REFERENCE

P. Mzazi-Geja SM Biodiversity & Coastal Management	N. Skenjana Manager Scientific Services	Cynthia Nong GM Environmental Affairs	Dumani Kentane: Chairperson Bid specification Committee	Khonaye Mayile SM: Supply Chain	S JONGILE Chief Financial Officer	M MAMA HOD: DEAET
Compiler / Development	Recommended Not Recommended	Recommended Not Recommended	Recommended / Not Recommended	Recommended Not Recommended	Recommended Not Recommended	Approved <del>Not Approved</del>
COMMENT(S)						
		 Pp	 pp		 Sibongile Jongile (Apr 15, 2025 09:46 GMT+2)	
Signature	16/04/2025	16/04/2025	16/04/2025	16/04/2025	16/04/2025	16 April 2025
Date: 10 /03/25						

