

Request for Tender

For

Appointing a Business Analyst to the South African National Biodiversity Institute (SANBI) to inform the design of a national system for population-level monitoring of traded wildlife through undertaking a needs assessment and a review of relevant existing systems and databases

**The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Gauteng**

Tender No: SANBI:BAM386/2021

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1. Introduction and background

The South African National Biodiversity Institute (SANBI) is a public entity that is mandated by the National Environmental Management: Biodiversity Act (NEMBA), Act No. 10 of 2004. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people. SANBI contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, showcasing and conserving biodiversity in its national botanical and zoological gardens.

The Global Environmental Facility (GEF), via the United Nations Environment Programme (UNEP), has contracted the Department of Forestry, Fisheries and the Environment (DFFE) as the executing agent of the project titled 'Strengthening institutions, information management and monitoring to reduce the rate of illegal wildlife trade in South Africa' (Project number: GEF ID: 9525). SANBI is responsible for Component 1 of the GEF-funded project, titled '**Strengthening capacity and information systems for effective management of wildlife trade monitoring**'. The Component aims to strengthen the functioning of the Scientific Authority of South Africa (SAoSA) through capacity building and improved information management for priority species. SANBI is the entity responsible for this component of the project due to its mandate to provide technical support to the SAoSA.

A key function of the SAoSA is to monitor legal and illegal wildlife trade and carry out non-detriment findings (NDFs) for Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Appendix I and II listed species. This work uses a wide range of information sources that determine whether the combined impacts of legal and illegal trade will have a detrimental impact on wild populations.

Some monitoring of animal and plant species is carried out by provincial and park authorities, particularly for large mammal species, and much information on these species is also maintained by private land owners. However, there is no coordinated monitoring nor population counts for even the most high-profile species such as rhino, lion, leopard and elephant. As a result, every time an assessment is required, the SAoSA must compile data from individual and dispersed datasets, making it difficult to detect the scale or impact of illegal trade, or to use the available information as part of the decision-making process for wildlife trade. There is therefore an urgent need to improve the capacity of the SAoSA at local, provincial and national levels for monitoring and determining the sustainability of harvest for legal trade.

Component 1 of the GEF-funded project consists of two Outputs, with several Activities listed under each:

Output 1.1: SAoSA member institutions are trained in effective wildlife trade monitoring and assessment

For this output, SANBI will be collaborating with various training institutes and non-governmental organisations in order to develop and implement a strategy for building capacity for key trainees. Trainees will be identified to ensure key skills are grown in relevant institutions and that succession planning is in place. Capacity will be built by exposing trainees to a programme of courses and field expeditions to fast-track their knowledge of wildlife management and trade issues.

Output 1.2: A centralised system for monitoring wildlife in trade is established

For this output, SANBI requires a Business Analyst to review existing systems and undertake a needs assessment in order to develop clear specifications for the new centralised system (Activity 1.2.1 of the project and the purpose of this Request for Tender). Ultimately, the aim is to develop a coordinated system for population-level monitoring of traded wildlife where information from provinces and private land owners is shared. The centralised system must curate key population data on a shared database (while also capturing provincial-specific and other relevant data), thereby allowing for national-level decision-making. A subsequent tender process will be used for the system build. To test the decision making abilities as a result of the system, SANBI will collaborate with research organisations and institutions to undertake case studies.

2. Invitation to tender

Tenders are hereby invited for a Service Provider to undertake business analysis for Activity 1.2.1 of Output 1.2 of the GEF-funded project (explained in detail in the Scope of Work). The Business Analyst will be required to perform a needs assessment for the proposed centralised monitoring system for traded wildlife, benchmarking the needs of the system against existing monitoring systems and databases; and finally develop the specifications for the proposed South African system. As part of this tender, the Business Analyst must also provide a cost estimate for the development of the system; and inform governance, change management and capacity development solutions in order for the system to be effectively deployed nationally.

The purpose of this Request for Tender (RFT) is to provide potential Service Providers with directives of the relevant services required by SANBI; and to provide information on how SANBI will consider tender responses from suitability qualified, experienced and professional Service Providers.

The tender process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Email: sanbi.tenders@sanbi.org.za

The tender closes at 11:00 on 28 May 2021

3. Briefing session and email enquiries

SANBI is committed to the health and safety of all bidders and staff members and reducing the spread of COVID-19. As a result, with guidance from regulations published by the National Department of Health, no compulsory on-site briefing session will be held for this tender. Prospective tenderers are however encouraged to participate in a virtual non-compulsory briefing session to be held as follows:

Date: 13 May 2021

Time: 11:00-12:00

Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2IzZTdINmQtM2Y3Yi00N2I3LTkxZTYtM2IxMzBkNDJmY2M1%40thread.v2/0?context=%7b%22Tid%22%3a%220b847c5e-73e2-4441-8789-9c092d2dd489%22%2c%22Oid%22%3a%22e5258aee-168b-4699-9016-b97feef38793%22%7d

The official meeting request can be obtained by contacting Carol Poole (c.poole@sanbi.org.za)

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses to questions via email and at the non-compulsory briefing session will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

- For bidding procedure enquiries: sanbi.tenders@sanbi.org.za
- For technical enquiries: c.poole@sanbi.org.za

Cut-off date for enquiries: 21 May 2021 at 12:00.

4. Scope of work

Prospective Service Providers to note: The scope of this Request for Tender is for Activity 1.2.1 of the overall GEF-funded project only, however the full Output 1.2 of the project is explained so that potential Service Providers can understand the significance of Activity 1.2.1.

4.1 Background information about the proposed system and Project Output 1.2

Under Output 1.2 of the overall GEF-funded project, a coordinated system of wildlife trade monitoring with centralised/shared information will be developed for priority species (likely rhino (two species), lion, leopard, cheetah and elephant). Ideally, the system would eventually be able to house information for other species as well, and the design of the system should be such that extra modules could be added for additional species. The project will prioritise the key species mentioned above first. Both species of rhino, due to the importance of having clear population data, could be used as case studies for testing the system.

Currently, permits for legal trade, information about illegal trade seizures and other law enforcement processes, and provincial-level monitoring data for key species (e.g. population counts and population information such as births, deaths, translocations, etc.) are captured at a provincial and sometimes national level. In addition, private wildlife owners maintain their own information systems about wildlife on their land, and some non-governmental organisations maintain their own information systems for specific species.

The proposed central monitoring system is expected to provide valuable data and information on a national level about the impacts of legal and illegal trade in the species and the current status of the distribution and abundance of the species. The data will then be interrogated and analysed by users of the system so as to inform national and international permitting and listing or reporting processes (e.g. the Threatened or Protected Species list under NEMBA, the CITES listings, hunting quotas, etc.).

Much of the current monitoring and data capturing about wildlife populations takes place within the provinces' scientific services and by private wildlife managers, however this monitoring and data capturing is not coordinated. The GEF-funded project proposes to develop consistent and agreed monitoring protocols, coordinate inputs, and develop a system for uploading, sharing and analysing monitoring data. The centralised system will curate important data into a shared database, allowing for national-level decision-making. The centralised system will need to have agreed protocols and recording systems together with semi-automated analyses that could be performed by different tiers of users.

Output 1.2 of the GEF-funded project consists of the following Activities (*Note: this tender is only focused on Activity 1.2.1, but the other activities are listed for context purposes*):

- 1.2.1. Review and analyse current wildlife monitoring systems in place (for biodiversity and for wildlife trade nationally and internationally) and the databases that are available in country for the key species in trade. The review and interviews with key stakeholders will inform a needs assessment and specification development for the national monitoring database/system. Issues of data capture and recording protocols will need to be investigated as part of the business analysis. This activity will also provide a cost estimate for the development of the system; and inform governance, change management and capacity development solutions in order for the system to be effectively deployed nationally
- 1.2.2. Develop and implement a national monitoring system for use across the SAoSA member institutions. The monitoring system is expected to be curated and managed by SANBI. Data capture and recording are expected to be completed by the scientific services/permitting sectors of the provincial environmental authorities using standard recording and reporting protocols. Design of these protocols will be started during Activity 1.2.1, and concluded with the design of the national monitoring system. Recording and reporting protocols will be electronic, requiring access to internet via computers/cell phones/tablets.
- 1.2.3. Hold training workshops on how to input data to the system and how users can undertake subsequent data analyses.

- 1.2.4. Produce and disseminate communication materials on the new working model.
- 1.2.5. Further develop and roll-out the national monitoring and reporting system beyond SAoSA members (i.e. hopefully other users such as private land owners).
- 1.2.6. Carry out case studies for key species subject to illegal wildlife trade to test that the centralised monitoring system functions as anticipated.

Such centralised systems used for recording data, data management and important scientific analyses have already been achieved by other initiatives or bodies (e.g. the IUCN Species Survival Commission African Elephant Specialist Group). Therefore a crucial step towards developing the central system is to review and investigate systems that already exist in order to learn key lessons for the design and specification of the proposed South African national system. The review and analysis carried out under Activity 1.2.1 (this Request for Tender) will inform the design specifications and ultimately the development of the national monitoring system (Activity 1.2.2). **Note: the successful Service Provider appointed for Activity 1.2.1 will not be able to tender for the development of the system (Activities 1.2.2 onwards).**

After the full review and development of specifications, Activity 1.2.2 will be outsourced to suitable developers who will be responsible for the development of the system, and write up its management and use protocols. Under Activity 1.2.3, the developers appointed will assist with training-the-trainer workshops and manuals on how to input data into the system and how to conduct data analyses. Activities 1.2.4, 1.2.5, 1.2.6 will be led by SANBI, but it is expected that the developers hired for Activity 1.2.2 will remain on contract to SANBI to assist with these activities and so that refinements to the system can be carried out as the training and case studies are undertaken.

4.2 Aim of this tender (Activity 1.2.1 of the GEF-funded project)

Activity 1.2.1 of the project will be entirely conducted by the Service Provider, who will report to SANBI. Under this activity, a clear understanding of the needs and uses of the proposed national system must be gained by interviewing key scientists at the national (e.g. SANParks) and provincial level as well as DFFE officials and SANBI scientists who undertake the national-level analyses and reporting processes for the selected species.

Then a review will be carried out of existing wildlife monitoring systems in the country and relevant systems internationally – for example: SMART; C-More; provincial systems; IUCN specialist group systems (a draft list of potential systems for review is presented in Appendix A). The analysis of these systems will be conducted to assess their applicability to a centralised monitoring and reporting system, and to learn lessons from their functionality and history.

The ultimate output must be a specification document for the national monitoring database/system – this specification document must include:

- advice on the information architecture, design of the system and software and hardware requirements (note: consultation with an Information Architect may be required);
- recommendations for data capture protocols and procedures (including tools that will be needed – e.g. data capture app versus web-interface);
- considerations for security of data, recognition of data sources, considerations for data sharing (i.e. which data can/cannot be shared with which audience once in the system); and
- advice on a user database and its management for system administrators. Note: security issues and being able to tier who has access to what information within the system is especially important due to security issues of species in trade (e.g. rhino poaching).

As part of this tender, the Business Analyst must also provide a cost estimate for the development of the system; and inform governance, change management and capacity development solutions in order for the system to be effectively deployed nationally.

4.3 Tasks and deliverables for this tender (Activity 1.2.1 of the GEF-funded project)

The work is estimated at 110 days of professional time, and must be completed ideally within six (6) months. The Service Provider must ensure they have sufficient capacity to meet this timeframe.

Expected tasks for the work, the likely method for undertaking the task, and the deliverable for the task are in the table below and prospective Service Providers are encouraged to expand on this as needed for their proposal document.

Task	Method	Deliverable
Gain a good understanding of the reporting and scientific analyses requirements for traded species at a national and international level (i.e. what does this centralised system need to ultimately do to ensure evidence-based reporting and decision making).	<ul style="list-style-type: none"> • Interview the four staff of the Technical Support Unit of the SAoSA (based in SANBI at the Pretoria National Botanical Garden). • Interview members of the SAoSA (which includes representatives from the nine provincial conservation authorities, DFFE, SANBI (including the National Zoological Garden), SANParks (approx. 14 people). • Interview officials at the Department who work with specific species data for reporting purposes and parliamentary questions (approx. 15 people) 	Draft needs assessment report
Gain an understanding of the CITES e-permitting system for legal trade of CITES-listed species which will be carried out under Component 2 of the overall project.	<ul style="list-style-type: none"> • In-depth documentation review of the planned system, obtainable from DFFE • Interviews with key DFFE personnel and applicable Service Providers. 	Short report summarising the national CITES e-permitting system under development by DFFE, with an explanation of the critical links between that system and the planned centralised monitoring system.
Finalise the list of items that must be investigated during the review of each existing system – e.g. type of data captured, data capture protocols and methods, data security issues, software and hardware requirements, ability of the system to automatically conduct simple analyses, etc.	<ul style="list-style-type: none"> • Service Provider's own expertise in databases and information technology, as well as the above investigations, should be sufficient to create this list. 	List of specifications and capabilities to be investigated for each system.
Finalise the list of systems and tools available and/or in use (see draft list as Appendix A and expand) and create a work plan for the comprehensive review of the systems.	<ul style="list-style-type: none"> • Service Provider to refine the list currently as Appendix A through their own online research and/or as a result of the initial interviews above; and create a detailed schedule of further investigation activities. 	Final list of systems to be investigated and a detailed work plan explaining the timeframes for the review.
Review the current systems and tools available and/or used for monitoring in each of the SAoSA member institutions in the provinces as well as the various species databases used for species of concern (and other species) as per above list.	<ul style="list-style-type: none"> • Service Provider to undertake this review as per the lists and work plan developed above – it is likely that the investigations will require in-depth interviews with key people involved in the development and/or use of these systems. 	Report on the systems currently available, their specifications, their data capture protocols and methods, and other information. Report must capture any lesson learned from their design and implementation, and any potential to feed into or be expanded into the national central system.
Conduct a systematic analysis of the various systems, protocols, tools and recording systems in order to develop the full needs assessment and specifications document for the centralised national monitoring system. In addition, estimate the cost for the development of the system, and write up governance, change management and capacity development solutions guidance for the new national system.	<ul style="list-style-type: none"> • Service Provider to undertake this work using their own database/systems expertise and the information gained from the tasks above. 	<p>Final needs assessment report, which must also inform governance, change management and capacity development solutions for the new national system.</p> <p>Specification document for the design and development of the centralised monitoring system – including details as listed in 4.2 above.</p> <p>Cost estimate for the development of the system</p>

4.4 Competencies of the Service Provider

The Service Provider will be responsible for providing any personnel required to accomplish the Scope of Work. Should it become necessary to replace any personnel during the course of this tender they may only be replaced with individuals that have similar or better qualifications or experience.

The Successful Service Provider's team must possess the following competencies:

- Demonstrable expertise and knowledge as a Business Analyst for databases/information systems used to provide data for important scientific analyses (preferably in the biodiversity sector).
- Information Architecture skills and experience would be highly advantageous – especially for systems holding scientific data.
- Ability to work independently from SANBI to arrange and conduct the necessary interviews with minimal disruptions to interviewee work schedules.
- Ability to synthesise information from various sources into concise reports.
- Excellent writing skills, so that end-products are understandable to both lay people and the technical developers to be contracted for the remainder of Output 1.2.
- Excellent communication skills so that the SANBI team, the SAoSA and interviewees feel informed and up-to-date on progress.

5. Requirements for proposals

5.1 Mandatory requirements / documents

Tenders must include the following documentation (**Failure to submit this required documentation will lead to disqualification**):

- Pre-Qualification criteria for preferential procurement:
Note that for this tender, the following pre-qualification criterion for preferential procurement will be applied: Section 4(1) (a) a Tenderer having a minimum B-BBEE status level of contributor, Level 2 (A certified copy or original valid B-BBEE Status Level Certificate or sworn affidavit is required).
- A letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA), if applicable. The letter should be issued by the Department of Labour.
- A copy of the Central Suppliers Database (CSD) registration report.
- Duly completed and signed SBD forms.
- Pricing details (see Section 6). **This must only be included in the 'original' document as per the section on submission below. Inclusion of pricing in any 'copy' (in the PDF file(s) of the document(s) on the memory stick) will result in the tender being rejected.**
- UIF compliance demonstrated by submission of one of the following:
 - A valid copy of the UIF Letter of Compliance issued by the Department of Labour, or
 - Labour uFiling Employer Statement of Account indicating UIF payments or accruals not older than 12 months, or
 - SARS eFiling Employer Statement of Account indicating UIF payments or accruals not older than 12 months, or
 - Valid proof of exemption for UIF.

5.2 Other documentation required to undertake functionality evaluation

Service Providers interested in this RFT should submit a concise written proposal that addresses the scope of work. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes.

The proposal must include:

- 5.2.1. Company (or Sole Trader) profile, detailing the technical ability (background in systems/databases, business analyst skills) of the company to fulfil the requirements of this Request for Tender.
- 5.2.2. Short CVs (each CV not more than three (3) pages in total) of each team member who will be involved in this work, detailing their qualifications/training, specialist skills and knowledge, and their relevant experience of similar work related to their role for this tender.
- 5.2.3. Detailed proposal and work plan that explains how the Service Provider plans to fulfil the scope of work, with the proposed start and completion date and timeframes for activities.
- 5.2.4. A list of similar projects (i.e. review of databases/information systems and the development of system specification documents) carried out within the past five years, with a short description of the work, the scale of the work (e.g. how many reviews; national versus local scales, etc.), success metrics for each project, and contactable references for each project (names and contact details of clients).
- 5.2.5. Quotation for the work, which must clearly state the daily and/or hourly rates of the Service Provider per activity outlined in the proposed work plan, with VAT listed separately. Use Appendix B for the quotation. **Note that financial and pricing details must only be included in the pack marked "ORIGINAL" (see section 7).**
Cell phone, computer expenses, internet connectivity and local travel (e.g. to visit the local SANBI office nearest the Service Provider's offices) are for the Service Provider's own account. It is assumed that most interviews and meetings will be conducted via telephone or via online meeting platforms. If domestic travel is required, such travel may be authorised if evidence of importance is provided. Travel should not be included in the budget and may be arranged separately in line with SANBI's policies.

SANBI reserves the right:

- To verify any information supplied in the tender submission;
- To not appoint any Service Provider;
- To cancel or withdraw this tender at any time without attracting any penalties or liabilities;
- To have the final say in the appointment of the Service Provider and that this will be binding;
- To disqualify a tender or cancel any subsequent contracts should it be found that:
 - Information was omitted that should have been disclosed
 - Factually inaccurate information was provided and/or
 - That a misrepresentation of facts has occurred.

6. Pricing

The final price, using the format provided in Appendix B, must be inclusive of VAT and will be considered the fees for the duration of the contract. Please note the important information about the two envelope process below where pricing information must only be included in the original pack.

7. Submission of tender

In Respect of Bids that include Functionality as a Criterion for Evaluation (Issued 3 September 2010), the two-envelope system will be used for this bid. Service providers are to submit (1) printed document pack

with pricing included in an envelope marked 'ORIGINAL', and in a separate envelope (marked 'COPY') provide a copy of the document pack without pricing as PDF file(s) on a memory stick.

NB: Financial or pricing details should ONLY be included in the printed document pack marked 'ORIGINAL', and not in the PDF file(s) of the document(s) on the memory stick.

NB: Failure to submit one printed document pack with pricing in one envelope, and a document pack without pricing on a memory stick will lead to your bid being disqualified.

Tenders must be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the tender closing date and time.

Normal office hours are from 08:00 to 16:00 daily. Emailed and faxed submissions will not be accepted. Late submissions will be disqualified.

Closing date and time: 11:00 on 28 May 2021

8. Evaluation criteria

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in the following stages:

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

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT / POINTS	
Proposal (see item 5.2.3)		30
• Accuracy, quality and completeness	5	
• Demonstrates understanding of the scope of work	15	
• Work plan is detailed and realistic in timeframes	10	
Past Experience (see item 5.2.4; the experience of the Service Provider in the past 5 years to undertake the scope of the work as defined in this Request for Tender)		45
• Experience in the review of existing databases/information systems	15	
• Experience in the development of Specification Documentation for the design and development of centralised data systems	15	
• Relevance of similar projects carried out within the past five years and availability of contactable references	15	
Team Capacity & Capability of the Service Provider (see items 4.4, 5.2.1 and 5.2.2; company or Sole Trader ability to fulfil the requirements of this Request for Tender)		25
• Team members' qualifications/training relevant to this Scope of Work	5	
• Team members' specialist skills/knowledge relevant to this Scope of Work	10	
• Team members' experience of similar work and the related role in the services to be provided for this tender	10	
TOTAL		100

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), the 80/20-point system will be applied

in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded on the bidder's B-BBEE Status Level Certificate.

Sufficient information must be provided to allow the evaluation panel to evaluate proposals against these criteria.

9. Contract period

The duration of the contract shall be ideally for a maximum period of six (6) months, negotiable depending on the work plan confirmed during contracting phase.

10. General

- All information provided by SANBI in this Request for Tender (RFT) is offered in good faith. Individual items are subject to change at any time. SANBI makes no certification that any item is without error.
- All documents submitted in the response to this RFT shall be written in English.
- Unless specifically requested, all documentation submitted to SANBI will not be returned to the bidder.
- Potential Service Providers shall not assume that information and/or documents previously supplied to SANBI, at any time prior to this RFT, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFT.
- SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.
- SANBI shall not be liable to any bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind:
 - Arising out of, by reason of, or attributable to, the bidder responding to this RFT, or
 - As a result of the use of any information, error, or omission contained in this RFT document or provided during the RFT process
- All submitted tenders should not use any intellectual property of SANBI including, but not limited to: All logos, registered trademarks, or trade names of SANBI, at any time without the prior written approval of SANBI, as appropriate.
- The appointment of a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The preferred form of contract for the professional services as per this RFT will be the Independent Contractor Agreement.
- The Independent Contractor Agreement will be drawn up between SANBI and the Service Provider.
- Invoices will be paid for deliverables received as agreed in the Independent Contractor Agreement.
- Invoices must be addressed to the South African National Biodiversity Institute, contain the Service Provider's Central Suppliers Database number and list the deliverables provided.
- All deliverables must be in MS Office format (Word or Excel preferred) and electronic versions of all reports must be submitted.
- All documentation, software customisation and/or any intellectual property developed by the appointed Service Provider during the duration and as part of this contract shall become the property of SANBI.
- No upfront payments will be made. SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- Accountability and reporting will be to the Deputy Director: Biodiversity Research Projects at SANBI.
- Any or all information made available to the Service Provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI. SANBI reserves the right to require the successful bidder to enter into a non-disclosure agreement.

- The tender process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following email address: sanbi.tenders@sanbi.org.za
- Tender documents will only be available online on the SANBI website www.sanbi.org

Appendix A: Draft list of systems to be reviewed

Part of the scope of work of this tender is that the Service Provider finalises a list of systems currently in use for monitoring species information such as population and trade data. SANBI is currently aware of the following systems that will need investigation:

- SMART <https://smartconservationtools.org/>
- C-More
- Provincial systems – each of the South African provinces has some form of record keeping and data management, but such systems might range from paper-based records through excel spreadsheets to more sophisticated databases. It is important to gain an understanding of the current provincial systems in use and lessons that can be learned from the various methods.
- IUCN Species Survival Commission specialist group systems such as:
 - o The African Rhino Specialist Group
 - o The African Elephant Specialist Group
- Rhino Management Group's data management system
- University of Pretoria's database for elephant monitoring
- The managed lion database (currently under development at SANBI)
- South Africa's conservation agencies (e.g. SANParks, Ezemvelo KZN Wildlife) will also have some form of species databases
- Non-governmental organisations with a strong species focus (e.g. Endangered Wildlife Trust, Panthera) might have monitoring and population tools worth investigating.
- Proposed Monitoring Tool for Access and benefit-sharing (ABS) in South Africa.

Appendix B: Quotation template

The quotation for the work must clearly state the daily and/or hourly rates of the Service Provider per activity outlined in the proposed work plan, with VAT listed separately.

NB: Financial or pricing details should ONLY be included in the printed document pack marked 'ORIGINAL', and not in the PDF file(s) of the document(s) on the memory stick.

Activity	Number of hours	Hourly rate (excl. VAT)	VAT	Total per activity incl. VAT
Grant Total:				