# Request for Proposal

Ref. RFP-SLF- 2025- 01 Date: 13 February 2025

**Subject of the assignment:**Genetic Analysis of Faecal Samples from Large Carnivores and Ungulates for Species and Individual Identification and DNA Illumina Library Preparation from Ibex Tissue Samples

**Period of assignment/services (if applicable):** 31 days

# Please submit your technical proposal for the consultancy on the subject cited above under the project, Community-based conservation of snow leopard and its habitat in Pakistan funded by Darwin Initiative main (DIM) along with curriculum vitae (CV) containing qualification and experience and financial proposals to the following address: not later than 27 February 2025 before 4:30 PM: Director, Snow Leopard Foundation, House 71-C, Street 54, E-11/3, Islamabad Phone: 051-2375044 or to the email: [info@slf.org.pk](mailto:info@slf.org.pk) or ali.nawaz@slf.org.pk. The documents should contain the reference number “RFP-SLF-2025-01”.

1. 2. To enable you to prepare and submit a proposal, attached are:
2. Instructions to the Independent Consultant …. …. …. … (Annexure I)
3. Terms of Reference (ToRs) … … … … … … … … … … … … (Annexure II)
4. Criteria and Guidelines for evaluation of proposals… … … … … … (Annexure III)
5. Proposal Submission form … … … … … … … … … … … … (Annexure IV)
6. Specimen format for Financial Proposal … … … … … … … … . (Annexure V)

3. The individual consultant must submit the following documents to demonstrate their qualification:

# The CV containing qualification, and experience,

# technical proposal: The technical proposal should contain the approach and implementation methodology for this work and the Activity Plan (timeline): The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules/ Financial proposal, and

# the financial proposal

# SLF may request additional documents like tax filer status.

4. If additional information is required, please write or contact us at +92-51-8443288. The team will provide the necessary information within the due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any queries regarding the submission of the proposal may be sent before the deadline at the address or email mentioned above.

Sincerely,

Director, Snow Leopard Foundation

**Annexure I**

**Instructions to the Independent Consultant**

1. **A. Introduction**

**1. General**

The purpose of the Request for Proposal (RFP) is to invite proposals from Prospective Independent Consultants for “Genetic Analysis of Fecal Samples from Large Carnivores and Ungulates for Species and Individual Identification and DNA Illumina Library Preparation from Ibex Tissue Samples ” under the SLF as per enclosed Terms of reference (Annexure-II).

1. **2. Cost of proposal**

The prospective Independent Consultant shall bear all costs associated with the preparation and submission of the proposals regardless of the conduct or outcome of the solicitation.

1. **3. Legal Status**

The Independent Consultant shall be considered as having the legal status of an independent contractor. The Contractor and its sub-contractors shall not be considered in any respect as being the employees or agents of SLF.

**B. Solicitation Documents**

**4. Contents of solicitation documents**

Proposals must offer services to meet the complete requirements of the ToRs. Proposals meeting only part of the requirements will be rejected. The interested Independent Consultant must comply with the documents contained in the RFP.

**5. Amendments of solicitation documents**

At any time before the deadline for submission of proposals, the SLF may, for any reason modify the solicitation documents by amendment. Any such amendment will be advertised on its website. The SLF may, at its discretion, extend the deadline for the submission of proposals taking the amendments into account to facilitate the Independent Consultant.

**C. Preparation of Proposals**

**6. Language of the proposal**

The proposals along with all related documents must be written in the English language. Any printed literature furnished by the Prospective Independent Consultant written in another language should accompany its English translation.

**7. Documents comprising the proposal**

The proposal shall comprise the following documents:

# The CV containing qualification, and experience,

# technical proposal: The technical proposal should contain the approach and implementation methodology for this work and the Activity Plan (timeline): The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules/ Financial proposal, and

# the financial proposal

# SLF may request additional documents like tax filer status.

# The above documents may be sent to the following address: not later than 27 February 2025 before 4:30 PM: Director, Snow Leopard Foundation, House 71-C, Street 54, E-11/3, Islamabad Phone: 051-2375044 or to the e.mail: [ali.nawaz@slf.org.pk](mailto:ali.nawaz@slf.org.pk) or info@slf.org.pk.

# The documents should contain the reference number “RFP-SLF-2025-01”.

The technical proposal should contain the approach and implementation methodology for this work and the Activity Plan (timeline): The Consultant must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions, and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

2. **Financial Proposal** (Annexure-V): The financial proposal shall specify a total lump sum amount/cost of the consultancy. All prices/costs shall be quoted in USD, only and must include all applicable taxes. Amounts should be quoted in both words and figures. The conversion rate of USD to PKR at the time of delivery of the consultancy amount will be used, if required.

**8. Period of validity of proposals**

Proposals should remain valid up to 31 March 2025. A proposal valid for a shorter period may be rejected by the SLF Evaluation Committee because it is non-responsive. In exceptional circumstances, SLF may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever in the Proposal.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by SLF after it has received the Proposal.

**9. Signing of proposals**

The proposal shall be typed. The authorized person will also sign for over-writings, interlineations, erasures, etc.

**10. Payment**

The SLF shall make payments to the Prospective Independent Consultant after acceptance of its payment requests and on certification of achievement by the Director, SLF against corresponding milestones as per ToRs.

**D. Submission of Proposals**

**11. Marking of proposals**

1. The technical proposal will be evaluated by the SLF Selection Committee or a technical committee formed by the SLF Selection Committee.
2. Amounts should be quoted in both words and figures in the financial proposal submitted accordingly as per Annexure V.
   1. **12. Deadline for submission of proposals**

Proposals must be received by the SLF no later than **27 February 2025** by 04:30 PM PST. Any proposal received after the deadline will be rejected.

* 1. **E. Evaluation of Proposals**
  2. **13. Clarification of proposals**

To assist in the examination, evaluation, and comparison of proposals, the SLF may at its discretion, ask the Independent Consultant for clarification of its proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered, or permitted.

* 1. **14. Preliminary examination**

SLF will examine the proposals to determine whether these: are complete, do not have any computational errors, and are generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Consultant does not accept the correction of errors, its proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Before the detailed evaluation, the SLF will determine the substantial responsiveness of each proposal to the RFP. For this purpose, a substantially responsive proposal conforms to all the terms and conditions of the RFP without material deviations. The SLF’s determination of a proposal’s responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence. A proposal determined as not substantially responsive will be rejected by the SLF and may not subsequently be made responsive by the Prospective Independent Consultant by correction of the non-conformity.

1. **F. Award of Contract**
2. **15. Award criteria, award of contract**

The SLF reserves the right to accept or reject any or all proposals, and to annul the solicitation process, at any time before award of contract, without thereby incurring any liability to the affected person or any obligation to inform the affected Prospective Independent Consultant. Before the expiration of the period of proposal validity, the SLF will award the contract to the qualified consultant whose proposal after being evaluated is considered to be the most responsive to the needs of the consultancy and activity concerned.

**16. SLF’s right to vary requirements at the time of award**

The SLF reserves the right at the time of award of the contract to vary the quantity of services and tasks specified in the RFP without any change in unit price or other terms and conditions.

**17. Signing of the contract**

The selected Independent Consultant shall sign and date the contract and return it to the SLF. SLF will have the right to add a third party in addition to the SLF and consultant, if required.

**Annexure II**

**Terms of Reference**

**“Genetic Analysis of Fecal Samples from Large Carnivores and Ungulates for Species and Individual Identification and DNA Illumina Library Preparation from Ibex Tissue Samples** **”**

* 1. **Introduction**

The Snow Leopard Foundation (SLF) a nonprofit conservation organization aims to conserve viable populations of snow leopards and other wild carnivores as an integral part of landscapes across Pakistan while improving the economic conditions of the people who share habitats with predators. Since its inception in 2008, SLF has been working with remote and disadvantaged mountain communities in the range provinces focusing on four thematic areas—science and research, community-based conservation, capacity building, and conservation education & awareness.

Darwin Initiative Main (DIM) project is supporting the Community-based conservation of snow leopards and their habitat in Pakistan. SLF is implementing this three-year project in collaboration with the Ministry of Climate Change and Environmental Coordination and the Gilgit Baltistan Wildlife Department. The project has planned to estimate the snow leopard population and density in the snow leopard Range in Pakistan. For this purpose more than 2,100 scat samples of snow leopard and associated species were collected from 2017 to date. The consultant is required to get the extracted scat samples from SLF to get these analyzed from the Lab. and share the test results with SLF. The output will help estimate the population and density of snow leopards and develop whole genomic sequencing of ibex.

* 1. **Objectives of the assignment**
  2. Perform molecular analysis of 300 carnivore fecal samples to determine the host species.
  3. Downstream analysis of snow leopard confirmed samples for individual identification and estimate population density using the Spatial Capture-Recapture (SCR) model.
  4. Prepare Illumina libraries from ibex tissue samples and extract DNA from fecal samples to develop a SNP panel for individual identification.
  5. **Scope of work:**

The Consultant will conduct the following tasks in collaboration with the Director, SLF:

1. **DNA extraction**: The consultant will be responsible for the extraction of stable and purified DNA from the provided large carnivores' fecal samples.
2. **Species Identification**: The consultant will conduct metabarcoding PCR and sequencing on extracted host DNA for species identification.
3. **Snow Leopard Individual Identification**: The consultant will use the snow leopard-confirmed samples in downstream analysis for individual identification by running the SNP panel in duplicates.
4. **Himalayan Ibex Genome Analysis**:
   * The consultant will be responsible for DNA extraction from ibex tissue and will prepare Illumina libraries.
   * Extract DNA from ibex fecal samples to support the development of an SNP panel for ibex individual identification.
5. **Final Report**: Deliver a comprehensive genetic analysis report to SLF, summarizing methodologies, findings, and key insights.
   1. **Deliverables**
6. Progress report of DNA extracted from a minimum of 300 large carnivores' fecal samples and analyzed for species identification and confirmed snow leopard samples further used for individual identification.
7. Final report of genetic analysis and results of Illumina library preparation from ibex tissue samples and extracted DNA from ibex fecal samples.
   1. **Duration/ Timeframe and Duty Station of the assignment**

The duration of the assignment is 31 days. However, SLF will have the right to change the number of days in consultation with the consultant. The duty station is lab and/or home-based.

* 1. **Institutional Arrangements/ Reporting**

The consultant will work under the guidance of the Director of SLF and report directly to him.

* 1. **Payment Modalities and Specifications**

Full cost i.e., 100 percent after receiving the deliverables from the Consultant and getting this approval from SLF. However, SLF will have the right to change payment modalities in consultation with the consultant.

* 1. **Requirements for Qualification and Experience**

1. PhD in Ecology/Wildlife related field.
2. At least 4 years of experience in wildlife research, particularly in molecular genetics.
3. Excellent report writing and presentation skills
4. Analytical, computer writing, and verbal communication skills.

**REMARK:** Qualified Female Candidates are Strongly Encouraged to apply.

# Annexure III

**Criteria and guidelines for evaluation of Proposal**

Individual consultants will be evaluated based on the cumulative analysis. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

1. Responsive/compliant/acceptable, and
2. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
3. Technical Criteria weight: 70%, b Financial Criteria weight: 30%

# Only candidates obtaining a minimum of 54 out of 90 points would be considered for the Financial Evaluation

|  |  |  |
| --- | --- | --- |
| **#** | **Description of Criteria** | **Obtainable points** |
| 1 | **Expertise of the Consultant submitting the proposal** |  |
| 1 | **Related qualification** |  |
| 1.1 | PhD in Ecology/Wildlife related field | 30 |
|  | **Sub-Total** | **30** |
| 2 | **Experience, skills and competencies of the applicant relevant to the assignment** |  |
| 2.1 | At least 4 years of experience in wildlife research | 20 |
| 2.2 | Skills and competencies of the Consultant for such assignment/ experience in analysis of wildlife samples, particularly in molecular genetics | 20 |
|  | **Sub-Total** | **40** |
| 3 | **Adequacy of the proposed methodology & work plan** |  |
| 3.1 | Does the consultant have a full understanding of the task? | 8 |
| 3.2 | Have all aspects of the task been addressed and are understandable? | 5 |
| 3.3 | Is the proposed methodology by the vendor correspond to the objective of the study | 4 |
| 3.4 | Is the presentation and report writing skills clear? | 3 |
|  | **Sub-Total** | **20** |
| **Total** | | **90** |

* 1. **Financial Proposal Evaluation Criteria**

The financial proposals of individual consultant short-listed on the basis of technical evaluations will be compared in terms of cost effectiveness by using the following formula:

Suppose the financial proposal of the individual consultant “A” is USD. 3,000; individual consultant “B” USD. 4,000; and individual consultant “C” USD. 5,000; then the individual consultant which has quoted the lowest amount for overall assignment cost i.e.: individual consultant A will get the maximum score of 30.

Individual consultant B will get (30X3,000)/4,000 = 22.5

Individual consultant C will get (30X3,000)/5,000 = 18.0

# Annexure IV

**PROPOSAL SUBMISSION FORM**

**Reference number: RFP-SLF-2025-01**

**Dear Sir/Madam,**

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I offer to provide individual consulting for **“RFP-SLF-2025-01”** to SLF Pakistan in accordance with the Price Schedule/ Financial Proposal attached herewith and made part of this proposal.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal up to 31 March 2025, and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any proposal you may receive.

Dated:

Name & signature of Individual consultant

# Annexure V

**FINANCIAL PROPOSAL**

**Reference number: RFP-SLF-2025-01**

The Consultant is required to prepare the Price Schedule as a separate document from the rest of the technical response.

All prices/rates quoted must be in **USD.** The format shown below should be used in preparing the price schedule.

|  |  |  |
| --- | --- | --- |
| **Sr. #** | **Description/Break-up of Financial Proposal** | **Total Cost (USD)** |
| **A.** | **Consultancy Fee including boarding lodging, transportation and all other costs for the full proposal** |  |

Total cost in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guidelines: The consultant is required for 31 person-days. The travel costs for the visits will be managed by the consultant and need not to be mentioned in the financial proposal. The boarding and lodging and all other costs for the assignment will be borne by the consultant from the consultancy charges. SLF will have the right to increase or decrease the number of days of the consultancy services required.

Note: The total price of conducting the assignment mentioned above will remain valid up to 31 March 2025. The cost will include all applicable taxes in Pakistan

Full Name and Signature: