**Snow Leopard Foundation**

**Request for Proposal**

Date: 25th April 2025

Reference: RFP-WLT-2025-01

**Subject: Request for Proposal (RFP) from an individual consultant to develop Land Use Plan for Shandur Plateau Cum Tourism Management Plan for the Bashqar Gol Biosphere Reserve (BGBR)**

1. We request that interested individuals submit their proposal for the subject cited above, under the WLT project of SLF, as per the enclosed Terms of Reference (**Annexure-II**).
2. 2. To enable you to prepare and submit a proposal, attached are:
3. Instructions………………………………….. …. … … … .. (Annexure I)
4. Terms of Reference (ToRs) … … … … … … … … … … … … (Annexure-II)
5. Criteria and Guidelines for evaluation of proposals… … … … … … (Annexure III)
6. Specimen format for Financial Proposal … … … … … … … … . (Annexure IV)
7. 3. Your proposal must be in English and valid for a minimum period of 90 days.

4. Interested individuals must submit the following documents/information to demonstrate their qualifications:

1. **Technical Proposal**

* 1. CV of the Individual Consultant containing information
     1. Related qualifications of the Consultant to perform the assignment.
     2. Experience relevant to the assignment and experience of working in northern Pakistan.
  2. Approach and Implementation methodology for this work: The Individual Consultant must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, and reporting conditions that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work,
  3. Activity/ Work Plan (timeline),
  4. Skills and competencies of the Individual Consultant, particularly in conducting at least one such assignment with SLF.

2. **Financial Proposal** (Annexure-IV), all prices/costs shall be quoted in PKR only and must include all applicable taxes. Income tax status, i.e., filer or non-filer with NTN number, should also be submitted along with the financial proposal.

5. The technical and financial proposals should contain the reference number “RFP-WLT-2025-01”, signed and in separate sealed envelopes, and sealed in an outer envelope, marked with the reference number “RFP-WLT-2025-01” and/ or the Title of the consultancy, “Develop *Land Use Plan for Shandur Plateau Cum Tourism Management Plan for the Bashqar Gol Biosphere Reserve (BGBR)*”.

The technical and financial proposal should be sent through courier at the following postal address by May **15, 2025,** with reference to RFP-WLT-2025-01.

**Deputy Director SLF,**

**House 71C, Street 54, Sector, E-11/3, Islamabad**

**Ph: +92 51 2375044-45**

**Annexure I**

**Instructions**

1. **A. Introduction**

**1. General**

The purpose of the Request for Proposal (RFP) is to invite proposals from individual consultants for “Develop Land Use Plan for Shandur Plateau Cum Tourism Management Plan for the Bashqar Gol Biosphere Reserve (BGBR)” under the WLT project as per enclosed Terms of reference (Annexure-II).

1. **2. Cost of proposal**

The prospective 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 consultant shall be considered as having the legal status of an independent contractor. He/she shall not be considered in any respect as being an employee or agent of SLF.

1. **4. Contractor's Responsibility**

The consultant shall respect the local customs and conform to a high standard of moral and ethical conduct during the consultancy period with SLF.

**B. Solicitation Documents**

**3. 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. Interested applicants must comply with the documents contained in the RFP.

**4. Amendments to 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 Individual Consultant/ service provider.

**C. Preparation of Proposals**

**5. Language of the proposal**

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

**6. Period of validity of proposals**

Proposals should remain valid for ninety (90) days after the deadline date of proposal submission. A proposal valid for a shorter period may be rejected by the Project Evaluation Committee on the grounds that 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.

**7. Signing of proposals**

The proposal shall be typed and signed by the consultant.

**8. Payment**

The SLF shall make payments to the consultant after acceptance of its payment requests and on certification of achievement by the project manager against corresponding milestones as per the ToRs.

**D. Submission of Proposals**

**9. Sealing and marking of proposals**

The technical and financial proposal should be sent to “**Deputy Director SLF, House 71C, Street 54, Sector, E-11/3, Islamabad; Ph: +92 51 2375044-45**” by **May 15, 2025,** with reference to RFP-WLT-2025-01, and kindly ensure that they are signed. Please do not address your application to or copy it to any other individual at the SLF.

* 1. **10. Deadline for submission of proposals**

Proposals must be received by the SLF no later than May 15, 2025, by 05:00 PM PST. Any proposal received after the deadline will be rejected.

* 1. **11. Modification and withdrawal of Proposals**

The consultant may withdraw its proposal after the deadline prescribed for submission of proposals by providing written notice of the withdrawal to the SLF.

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

To assist in the examination, evaluation, and comparison of proposals, the SLF may at its discretion, ask the 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. **13. Preliminary examination**

SLF will examine the proposals to determine whether these are complete, do not have any computational errors, are properly signed, 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 Service provider 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 is one that 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 consultant by correction of the non-conformity.

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

The SLF reserves the right to accept or reject any or all proposals, at any time prior to the award of the contract, without thereby incurring any liability to the affected person or any obligation to inform the affected Prospective consultant of the grounds for the SLF’s action. Prior to the expiration of the period of proposal validity, the SLF will award the contract to the qualified individual whose proposal, after being evaluated, is considered to be the most responsive to the needs of the consultancy and activity concerned.

**15. 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 number of services and tasks specified in the RFP without any change in unit price or other terms and conditions.

**16. Signing of the contract**

Within 3 days of receipt of the contract, the selected consultant shall sign and date the contract and return it to the SLF.

**Annexure-II**

**Terms of Reference**

**Develop Land Use Plan for Shandur Plateau Cum Tourism Management Plan for the Bashqar Gol Biosphere Reserve (BGBR)**

1. **Introduction and rationale**

SLF has been implementing community-based conservation tourism projects in northern Pakistan as an implementation of the National Strategic Plan for ecologically responsible tourism in the snow leopard landscapes under the umbrella of snow leopard conservation.

With funding from the World Land Trust, the SLF is implementing a long-term project in Laspur Valley focusing on the sustainable management of the biodiversity of the BGBR with community participation. Monitoring key biodiversity features, reducing threats to local fauna, flora, and ecosystems with community participation, and enhancing local livelihoods through nature-based solutions constitute the key focus of the project.

This assignment will result in the development of a land use plan for Shandur to mitigate threats to this wetland ecosystem as a result of the unplanned tourism and polo festival, and a conservation tourism plan for the BGBR to enhance local livelihoods while caring for the ecological values of the landscape.

1. **Scope of work**

The specific tasks to be performed are as under:

**Task I: Develop a Land Use Plan for the Shandur Plateau**

1. **Baseline Assessment**

* Review existing data and conduct field assessments to map current land use, ecological zones, grazing patterns, tourism activities, and infrastructure.
* Stakeholder consultations with local communities, government departments, NGOs, and event organizers.

1. **Tourism Management Planning**

* Assess the carrying capacity of the plateau, especially during the Polo Festival.
* Propose zoning for tourism activities, camping areas, vehicle movement, and pedestrian routes.
* Recommend mechanisms for visitor control, regulation, and enforcement.

1. **Waste Management Plan**

* Evaluate current waste generation and disposal practices.
* Propose an eco-friendly solid waste management system (collection, segregation, disposal).
* Recommend awareness and behavior change campaigns.

1. **Grazing and Rangeland Management**

* Identify grazing zones and assess livestock pressure on grasslands.
* Recommend a grazing rotation system, seasonal access, and community-based rangeland management strategies.

1. **Infrastructure Management**

* Review existing and proposed infrastructure developments.
* Recommend sustainable design and construction guidelines (e.g., eco-lodges, toilets, parking).
* Identify areas where infrastructure should be restricted or prohibited.

1. **Land Use Plan Development**

* Prepare zoning maps and regulatory guidelines.
* Develop an implementation roadmap with institutional responsibilities.
* Propose a monitoring and evaluation framework.

**Task II: Develop a Conservation Tourism Plan for BGBR**

1. Conduct a situational analysis of current tourism trends and conservation priorities in BGBR.
2. Identify key natural and cultural assets for eco-tourism.
3. Assess tourism infrastructure needs (access, accommodation, guides, waste management, signage).
4. Having considered the ecological zonation of the BGBR, propose zoning and visitor management strategies.
5. Recommend community engagement and benefit-sharing mechanisms.
6. Outline capacity-building needs for local stakeholders (e.g., eco-guiding, hospitality, safety).
7. Identify potential partnerships with tour operators, government, NGOs, and local enterprises.
8. Develop an implementation roadmap including indicators for monitoring.
9. **Outputs/ Deliverables**

The deliverables of the study are as follows:

1. A first draft of the Land Use Plan (Within 60 days of the assignment)
2. A final version of the Land Use Plan (within 75 days of the assignment)
3. A first draft of the Conservation Tourism Plan for BGBR (Within 90 days of the assignment
4. A final version of the Conservation Tourism Plan (within 120 days of the assignment)
5. **Payment Schedule**

|  |  |  |
| --- | --- | --- |
| **#** | **Tasks** | **Payment Plan** |
| 1 | Mobilization advance after submission of the inception report | 25% |
| 2 | A first draft of the Land Use Plan for Shandur | 25% |
| 3 | The final version of the Land Use Plan for Shandur | 25% |
| 4 | A first draft of the Conservation Tourism Plan | 25% |
| 5 | The final version of the Conservation Tourism Plan | 25% |

The study remuneration will be provided after the Consultant gets approval for the above-mentioned deliverables from the Regional Program Manager, SLF.

1. **Duration/time frame of the assignment**

The duration of the assignment is 120 working days spread over 180 days.

1. **Requirements for Qualification and Experience**

Consultants with more than five years’ experience in conservation tourism planning and management, having analytical and report writing skills, will be eligible to conduct the study.

**Annexure III**

**Criteria and Guidelines for the evaluation of proposals**

The proposal will be evaluated based on the following methodologies/ cumulative analysis. Only consultants obtaining a minimum of 60% weightage points in technical proposal evaluation would be considered for financial proposal evaluation. The weightage of technical and financial proposals is 70% and 30%, respectively.

1. **Technical Proposal Evaluation Criteria**

Summary of Technical Proposal Evaluation

|  |  |  |
| --- | --- | --- |
| **#** | **Description** | **Obtainable points** |
| 1 | **Expertise of the Consultant submitting the proposal** |  |
| 1.1 | Related qualification of the Consultant to perform the assignment (At least a minimum Master’s degree with courses in tourism management) | 20 |
|  | **Sub-Total** | **20** |
| 2 | **Experience relevant to the assignment** |  |
| 2.1 | Experience in tourism management, providing similar kinds of services to organizations, projects, etc., during the last 5 years | 30 |
| 2.2 | Working experience in Northern Pakistan, particularly in the snow leopard landscapes | 10 |
|  | **Sub-Total** | **40** |
| 3 | **Adequacy of the proposed methodology & work plan** |  |
| 3.1 | Does the bidder have a full understanding of the task? | 8 |
| 3.2 | Have the important aspects (All phases) of the task been addressed in sufficient detail? (70% - 90%) | 5 |
| 3.3 | Does the proposed methodology by the vendor correspond to the objective of the study | 7 |
|  | **Sub-Total** | **20** |
| 4 | **Skills and Competencies of the Individual Consultant** |  |
| 4.1 | Skills and competencies of the Individual Consultant: Are the presentation and report writing skills clear? | 10 |
|  | **Sub-Total** | **10** |
| **Total** | | **90** |

1. **Financial Proposal Evaluation Criteria**

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

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

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

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

**Annexure IV**

**Breakdown of Costs[[1]](#footnote-1)**

|  |  |  |
| --- | --- | --- |
| **Deliverables (1-3)**  *[list them as referred to in the TOR]* | **Percentage of Total Price (Weight for payment)** | **Amount in PKR[[2]](#footnote-2).** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| Deliverable 3 |  |  |
| Total | 100% | PKR. …… |

*\*Basis for payment tranches*

Note:

* + - 1. Financial Proposals should remain valid for ninety (90) days after the deadline date of proposal submission.
      2. Income tax status, i.e., filer or non-filer with NTN number, should also be submitted along with the financial proposal.

[Name and signature of the Consultant]

[date]

1. The costs should cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-1)
2. Including all applicable taxes. [↑](#footnote-ref-2)