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WWF South Africa
World Wide Fund For
Nature

Reg. No: 003-226 NPO
VAT No: 4820122481
Web: www.wwf.org.za
PBO No.: 130002490

Head Office:
Boundary Terraces
Bridge House, 1st Floor
Mariendahl Lane
NEWLANDS 7700
P O Box 23273
CLAREMONT 7735
Tel: +27 21 657 6600
Fax: 086 535 9433

Gauteng Office:
23 Melle Street
Cnr De Korte Street
BRAAMFONTEIN 2001
Postnet Suite 1
Private Bag X4
BRAAMFONTEIN 2017
Tel: +27 11 339 1152
08610 WWFSA (99372)
Fax: 086 538 7391

Request For Proposal

WWF is seeking the services of an experienced consultant/s to conduct an in-depth situational analysis for the development of three pilot sites as marine OECMs: False Bay, Dyer Island, and Kogelberg.

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You are invited to submit a proposal based on the information contained in this request for proposal (RFP) for World Wide Fund for Nature South Africa, hereinafter referred to as WWF.

Table of Contents

1. Introduction.....	2
2. General Information.....	4
3. Evaluation.....	6
4. Terms and Conditions.....	6
5. Annexure 1: Terms of Reference.....	9
6. Annexure 2: Budget.....	13
7. Annexure 2: Map of the Pilot Sites.....	14



1. Introduction

The World Wide Fund for Nature (WWF) is one of the world's largest and most respected independent conservation organizations, with almost 6 million supporters and a global network active in over 100 countries. WWF's mission is to halt the degradation of the Earth's natural environment and to build a future in which humans live in harmony with nature. This is achieved by conserving the world's biological diversity, ensuring the sustainable use of renewable natural resources, and promoting the reduction of pollution and wasteful consumption. WWF South Africa (WWF-SA) is a national office that is part of the global WWF network. We are a local Non-Government Organization (NGO) that, for more than 50 years, has worked towards the aim of inspiring all South Africans to live in harmony with nature, for the benefit of our country and the well-being of all our people.

In 2018, the 14th Conference of the Parties (COP14) to the Convention on Biological Diversity (CBD) endorsed Decision 14/8 to define the concept of other effective area-based conservation measures (OECMs) and outlined a set of identification criteria. CBD Decision 14/8 identified OECMs as geographically defined areas that are not protected areas but deliver effective and sustained in-situ conservation of biodiversity. Marine OECMs could potentially contribute to national and global biodiversity targets, including the Kunming-Montreal Global Biodiversity Framework (GBF) target 3 of conserving 30% of land and marine biodiversity by 2030.

South Africa currently protects 5,4% of its mainland exclusive economic zone (EEZ) in the form of marine protected areas (MPAs) and has committed to expanding its marine conservation network in terms of the GBF 30x30 target, which will include MPAs and OECMs. Most importantly, OECMs provide a complementary, less formal means of expanding the marine conservation network and can act as buffer zones to the adjacent MPAs. In 2023, an experts' workshop was held to identify possible marine OECMs to help South Africa meet the GBF 30x30 target. Subsequent to that, WWF-SA commissioned a study funded by the United Nations Development Programme (UNDP) to assess how marine OECMs could contribute to South Africa's marine conservation network. The study assessed 12 existing and new mechanisms for the recognition of marine OECMs, of which six (6) were identified as promising for the development of OECMs, including amongst others, military zones, permanent fisheries exclusion zones, small-scale fishing zones, strict biodiversity conservation zones under marine spatial planning, exclusion areas around historic wrecks, and exclusion zones for penguin breeding grounds. The study further assessed 27 sites under the most promising mechanisms and estimated that these sites, if recognized as OECMs, could contribute an additional 1,27% to South Africa's marine and coastal conservation network. However, while the small-scale fishing zones hold good promise for OECMs, these zones do not exist yet and need to be developed as legislated in the small-scale fishing policy. Similarly, strict biodiversity conservation zones such as special marine ecotourism hotspots hold good promise. The study further noted that none of the sites would qualify as is for OECMs and that sites would require further development and site-level assessment to ensure all the OECM criteria are met.

WWF-SA's 2030 organisational strategy is focused on developing and testing a range of mechanisms at the site level for recognition as marine OECMs. Therefore, we are seeking the services of an experienced consultant/s to conduct a situational analysis for each of the three



demonstration sites as marine OECMs: **False Bay, Kogelberg, and Dyer Island** (see attached maps for existing measures to provide the broad geographic scope of the assessments). The situational analysis should focus on surfacing key information that will enable stakeholders to co-create a vision and a set of management objectives to develop a site that aligns to the OECM criteria as per the relevant global and national policy frameworks, including the norms and standards under the National Environmental Management: Biodiversity Act, CBD Decision 14/8, and the International Union for Conservation of Nature (IUCN) site-level assessment tool for OECMs.

The proposal should address the following key requested information at each site:

- a) A stakeholder mapping including a list of key stakeholders per site, contact details, how stakeholders utilise/engage the site, and dynamics between stakeholders, including mapping where possible;
- b) A list of local governance arrangements, including contacts and the level of functionality of the arrangement;
- c) Key marine and coastal (including estuaries) biodiversity attributes per site, including conservation status of habitats and species, ecosystem services, and mapping where possible;
- d) Threats to marine biodiversity attributes, including description, contacts for key impacting entities, severity of impact, and mapping where possible;
- e) Key socio-economic attributes per site, including economic activities, sustainable livelihoods opportunities, livelihoods threats, equity and social justice concerns, and mapping where possible;
- f) A long-term coastal climate change forecast (at least 50 years) for the respective sites, including vulnerability of the coastal communities and valuable marine species;
- g) Management framework with clear objectives, including mapping of various spatial management measures and jurisdictions per site.

OECM Pilot Sites	Identified OECM Mechanisms
1) False Bay (Cape of Good Hope – Rooi Els)	a) Permanent industrial fishery exclusion zone (existing) b) Small-scale fishery zone (potential)
2) Kogelberg (Pringle Bay – Hawston)	a) Exclusion zones for penguin breeding grounds (existing) b) Small-scale fishery zone (potential)
3) Dyer Island Greater Ecosystem (Walker Bay – Cape Agulhas)	a) Exclusion zones for penguin breeding grounds (existing) b) Strict biodiversity conservation area under marine spatial planning/marine megafauna ecotourism special zone (potential) c) Small-scale fishery zone (potential)



2. General Information

2.1. The Request for Proposal (RFP) Process

The RFP is expected to run as follows:

RFP Milestones	Date	Roles
RFP publicly announced	05 December 2025	WWF-SA
Closing date for submission of proposals	16 January 2026	Executant/s
Proposal review and revisions Final decision and appointment	19–23 January 2026 26–30 January 2026	WWF-SA
Contracting and project inception	02 February 2026	WWF-SA
Project Implementation Regular progress report (monthly/biweekly) Final project report submission	02 February–30 June 2026	Executant/s WWF-SA
Review and approval of the final project report	01–05 June 2026	Executant/s WWF-SA
Presentation of the project report to the stakeholders at the site-level	08–26 June 2026	Executant/s WWF-SA
Project close-up	30 June 2026	WWF-SA

Note: WWF reserves the right to alter the dates listed above. Any such alterations shall be communicated to all parties that confirmed their intent to complete the proposed work.

2.2. Primary Contact

All queries related to the RFP should be addressed to the following contacts. Applicants are strongly advised to first seek clarity if not sure of anything before submitting a proposal.

Att: Dr Kolobe Mmonwa
Snr Marine Scientist
Email: kmmonwa@wwf.org.za

Cc: Ms Jade Garridigan
Project Coordinator
Email: jgarridigan@wwf.org.za



2.3. Response Format

Please use the layout below in your response and provide detailed written responses to the requirements and questions raised in this RFP. Each section in the response should be addressed individually. Responses should be prepared in a clear and straightforward manner, following the format outlined below.

Response Outline:	
1) Motivational Letter	Overall introduction of the proposal. Please clearly state your understanding of what is being requested and motivate why you should be awarded the bid.
2) Technical proposal addressing the scope of work as outlined in Annexure 1	Outline detailed scientific and technical approach, methodologies and activities to address the scope of work, feasible timelines, expertise and experience, role and responsibilities of the project team.
3) Financial proposal detailing budget breakdown as outlined in Annexure 2	Detailed budget breakdown aligned to the project activities and overall cost of the project.
4) Project outputs including regular progress update, mid- and final project reporting and recommendations.	Clearly outline the outputs of the proposal as per the scope of work and proposed project activities, regular mid-project progress updates, final progress report, recommendations and presentation.
5) Appendices	Company Profile BEE Status (Certificate or Affidavit) Bank Letter Tax Compliance Status letter with TCS PIN CVs of the project team members Contactable References

2.3.1 Items that were specifically asked, but not addressed in your response, will be assumed as not available or not supported by your proposed solution.

2.3.2 Comments should be included where the proposed application only partially satisfies the requirement, where the requirement is satisfied with a “work-around”, or when a third-party introduction or a customization would be required.

2.3.3 Where information must be provided in narrative form, your response should be as clear and concise as possible.

2.3.4 As stated above, the materials should be numbered, labelled, and sequenced to coincide with the format followed in this RFP.

2.3.5 Please do not use marketing or public relations materials as the substance of a proposal. Generally, such materials should only be submitted as addenda to the substantive proposal.



3. Evaluation

- 3.1. Proposals will be evaluated by a WWF internal review panel that will score your responses to the RFP. Bidders may be invited for an interview where the panel requires clarity on the proposal.
- 3.2. The proposals will be evaluated based on the quality and technicality of the work to address specific asks in the scope of work, including amongst others:
 - Technical approach and methodology (25%)
 - Socio-ecological knowledge and experience of the sites (20%)
 - Understanding of OECM criteria and processes (10%)
 - Budget and value for money (15%)
 - Expertise and experience of the team (15%)
 - Timeline feasibility (15%)
- 3.3. The evaluation of proposals will be carried out using a two-phase approach:
 - 3.3.1 The proposals will be assessed in terms of compliance with the scope of work as outlined above in 3.2.
 - 3.3.2 Qualifying proposal/s will then be assessed in terms of price and BBBEE compliance.

4. Terms and Conditions

4.1. Confidentiality

All material, specifications, general assumptions, service level requirements, detailed information, and everything else supplied with this RFP remain the property of WWF and may be recalled as deemed necessary. You may not use any of the information contained in this RFP for any other purpose than to prepare information in response to this RFP, nor may you disclose such information to any person(s) other than employees of your company who are directly involved in the preparation of your Information, without prior written consent from WWF. Vendors participating in this RFP are expressly prohibited from any public release of information relating to this RFP or participation therein. Additionally, the successful vendor may not release details of the RFP or the resultant outcomes without prior approval from WWF's management. Failure to adhere to this stipulation will result in the immediate disqualification of the vendor.

4.2. Contractual Obligations

This RFP does not commit WWF to award a contract or to pay any costs incurred in the preparation or submission of proposals, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. WWF reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of WWF. WWF reserves



the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with vendors; and reject proposal of any vendor that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a vendor that, in the opinion of WWF, is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the vendor and not as an acceptance by the vendor of any proposal by WWF. No contractual relationship will exist except pursuant to a written contract document signed by the authorised procurement official of WWF and by the successful vendor(s) chosen by the WWF Review Panel. WWF reserves the right to reject any or all information at its sole and absolute discretion. WWF also reserves the right to accept or reject the whole or a portion of an RFP response at its sole discretion, with the understanding that in the case of a partial acceptance or rejection, the accepted portion(s) may have to be separately negotiated with the vendor. WWF reserves the right not to furnish reason(s) for the acceptance or rejection of any or all bid(s) to this RFP.

4.3. Dates

All the dates that appear in this RFP reflect our stated intention. WWF reserves the right to change these dates, and where applicable, will renegotiate them with the relevant vendor(s).

4.4. Document Format

Please submit your Information via e-mail and take note of the following:

- WWF has a 10MB limit on its email.
- If your quotation and presentations, brochures etc. are larger than 10MB we ask that you compress them with WinZip or send them in separate emails to ensure they arrive on time.

4.5. Additional Information Required by Vendor

Any requests for additional information not supplied with this Information must be submitted in writing or via e-mail to the Primary Contact. If deemed appropriate by WWF, responses to such requests will be provided. By submitting a request for additional information, a vendor acknowledges and agrees that WWF may distribute both the request and the answer (if there is one) to all prospective vendors. Where deemed appropriate by WWF, vendors may be approached to provide more detail, including aspects not specifically covered in this RFP. Vendors may be requested to provide product demonstrations of their proposed solution via a video conferencing facility.



4.6. Non-Profit Organization Pricing

We respectfully request that careful consideration be given for pricing for a non-profit organization. Whilst we are self-funded, we do rely on receiving heavy discounted pricing from our suppliers and service providers. Discounts provided should be clearly indicated in your proposal for the initial purchase and for ongoing services thereafter. Please provide your schedule of charges in the Billing currency, exclusive of VAT. The evaluation procedure will consist of a formal, substantive, and financial assessment of the proposals received. Price is an important factor; however, it is not the only consideration in evaluating responses to this RFP. Detailed evaluation leading to a final selection or award may take several weeks.

4.7. Pricing

The price quotes shall be free of any tax (such as VAT) and duty. VAT should be itemized separately. Prices shall be final and not subject to revision from the time of entering into force of the contract until the end of contractual obligations. Price quotes shall include any necessary service to be provided by the selected proposer (even if such services are not expressly enumerated) to ensure a satisfactory fulfilment of the contract, as well as any other expenses incurred by the selected proposer, e.g., travel, accommodation, daily subsistence, telecommunication, and postal charges.

In no case may the selected proposer invoke a hiatus or an oversight in the description of the work components in the tender documents or claim inadequate explanations for seeking any price increase or any release from contractual liabilities.

The price must remain firm for the duration of the contract.

4.8. Payment Terms

The normal terms of payment are 30 days from invoice date (or similarly discounted payment terms if offered by vendors) upon satisfactory delivery of goods or performance of services and acceptance thereof by WWF. Vendors must therefore clearly specify in their proposals the payment terms being offered.

4.9. Rejection of Proposals and Split Awards

WWF reserves the right to reject any and all proposals if they are, inter alia:

- received after the deadline stipulated in the Request for Proposal;
- not properly marked or addressed as required in the Request for Proposal;
- delivered to a location than the one required in the Request for Proposal;
- transmitted by facsimile.
- Unsolicited
- alternates proposal(s); or
- not otherwise in compliance with this Request for Proposal.



WWF also reserves the right to split an award between any vendors in any combination, as it may deem appropriate. If the proposal is submitted on a “all or none” basis, it should clearly state as so in the Proposal.

WWF retains the sole right to reject any or all proposal(s) without furnishing reasons to any or all bidder(s) that have responded to the RFP.

4.10. Withdrawals and Modification of Proposals

Proposals may be modified or withdrawn in writing, prior to the proposal closing time specified therein. Proposals may not be modified or withdrawn after that time.

4.11. Errors in Proposal

Vendors or their authorised agents are expected to examine any maps, drawings, specifications, circulars, schedules, and other instructions pertaining to the work, made available by WWF to the vendors for inspection. Failure to do so will be at the vendor’s own risk. In case of error in the totalling of prices, the unit price will govern.

4.12. General

Vendors will bear all their own costs in relation to responding to this RFP, including but not limited to the preparation and submission of their offers. For the avoidance of doubt, whether WWF concludes an agreement with a vendor or not, the vendor will remain responsible for all its costs. WWF reserves the right to withdraw this RFP at any time. WWF further reserves the right to amend the terms of this RFP on reasonable notice to the prospective vendors.

5. Annexure 1: TERMS OF REFERENCE

The purpose of the RFP is to invite proposals to conduct an in-depth situational analysis for each of the three demonstration sites as marine OECMs: **False Bay, Kogelberg, and Dyer Island**, that will surface key information that will enable stakeholders to co-create a vision and a set of management objectives to develop a site that aligns with the OECM criteria.

5.1. The RFP must be guided and clearly aligned with the following terms of reference:

5.1.1 Provide a comprehensive technical proposal outlining situational analysis for three demonstration sites as a marine OECM: False Bay, Kogelberg, and Dyer Island Greater Ecosystem. The proposal should address the following key requested information:

- a) A stakeholder mapping including a list of key stakeholders per site, contact details, how stakeholders utilise/engage the site, and dynamics between stakeholders, including mapping where possible;
- b) A list of local governance arrangements, including contacts and the level of functionality of the arrangement;



- c) Key marine and coastal (including estuaries) biodiversity attributes per site, including conservation status of habitats and species, ecosystem services, and mapping where possible;
- d) Threats to marine biodiversity attributes, including description, contacts for key impacting entities, severity of impact, and mapping where possible;
- e) Key socio-economic attributes per site, including economic activities, sustainable livelihoods opportunities, livelihoods threats, equity and social justice concerns, and mapping where possible;
- f) A long-term coastal climate change forecast (at least 50 years) for the respective sites, including vulnerability of the coastal communities and valuable marine species;
- g) Management framework with clear objectives, including mapping of various spatial management measures and jurisdictions per site.

- 5.1.2 The RFP does not request a proposal to develop the sites as marine OECMs, but to conduct a situational analysis to surface key information that will allow stakeholders to engage in co-creating a common vision and draft management objectives for each site.
- 5.1.3 Applicants are encouraged to submit one proposal covering all three sites if possible (consortiums will be considered). However, proposals for one site will also be considered.
- 5.1.4 The proposal must outline the proposed methodology to address the scope of work, project activities aligned to feasible timelines, and a detailed budget breakdown.
- 5.1.5 The applicant must demonstrate a good track record and excellent understanding of the socio-ecological challenges of the site from social and scientific perspectives.
- 5.1.6 Confirmed biodiversity values at a site-level must include, but not be limited to, endangered, threatened or protected species (ETPs) and species with high level of conservation concern, vulnerable and under-represented habitats not currently under formal protection, ecosystem services, nursery habitats, endemic species, spawning aggregation sites, and breeding/feeding areas.
- 5.1.7 The applicants are not expected to have all of the technical skills required to undertake the work, but are encouraged to assemble a suitably qualified and experienced project team that is capable of delivering on the scope of work.
- 5.1.8 The proposal must clearly outline the team that will be undertaking the work, including how their expertise and experience are aligned with their roles and responsibilities in the project.
- 5.1.9 The proposal must demonstrate that the applicant fully understands the concept of OECMs and the qualifying criteria for the recognition of OECMs.



5.2. Scope of the Work

Site-level objectives	Deliverable
1) Provide detailed stakeholder mapping, roles and responsibilities, contact details, relationships, power dynamic, equity and social justice issues, and utilisation per site.	Comprehensive site-level stakeholder map, including mapping where possible.
2) Document existing local governance structures, their purpose, contacts and the current level of functionality.	Document local governance structures per site.
3) Examine and collate a database of the most recent empirical scientific evidence confirming existing marine and coastal biodiversity attributes. Wherever relevant, evidence of narrated indigenous and traditional knowledge must also be included.	Database of scientific evidence/indigenous knowledge confirming key biodiversity attributes at a site-level
4) Profile an assessment of the existing and emerging factors/pressures threatening confirmed key biodiversity attributes and <i>in situ</i> conservation benefits of the site. The assessment must also include severity of threats and key impacting entities.	Detailed profile of existing and emerging biodiversity threats and climate change impact and adaptation.
5) Document key socio-economic attributes per site, including economic activities, equity and social justice concerns, sustainable livelihoods opportunities, threats to livelihoods, and mapping where possible.	Mapping of the key socio-economic attributes and activities per site, and threats to sustainable livelihoods.
6) A long-term climate forecast for the respective sites taking into consideration climate change impact, vulnerability and adaptation for both the coastal communities, and key commercially resourceful marine and coastal species.	Climate change forecast for both the coastal communities and key resourceful marine and coastal species.
7) Provide an overview of the management framework with clear objectives to guide the co-development of a draft management plan on how to monitor and manage identified biodiversity threats at a site-level. The framework must include mapping of various spatial management measures.	Management framework to inform a draft OECM management plan at a site-level.



5.3. Eligibility:

This opportunity is available for organizations (NGOs), enterprises, independent consultants and/or consulting firms to apply.

5.4. Qualifications and Experience:

The consultant/s should have the following qualifications and experience:

- A minimum of a Master's degree in a relevant field, such as marine and coastal management, ocean governance, marine/ fisheries science, marine spatial conservation and protection.
- The team must demonstrate an excellent understanding and scientific background of the socio-ecological challenges of the site from social and scientific perspectives.
- At least five years of work experience in a relevant field, such as marine science, ocean management, marine spatial conservation, sustainable development, and fisheries management.
- Demonstrate scientific and technical understanding of the policy framework for OECMs recognition, including the CBD Decision 14/8, and the IUCN site-level assessment tool.
- Experience in successfully working on multistakeholder projects in marine and coastal environments.
- Good track record of managing multidisciplinary projects within specified timeframes and budgets, ensuring the delivery of high-quality outputs.
- Excellent writing, analytical and mapping skills, with the ability to synthesize information.

5.5. Additional information required for proposal

- A breakdown of the hourly tariff exclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Project manager will not be reimbursed.
- In so far as possible, a comprehensive budget, showing the charge out rates of all the staff to be involved in investigations and including all other costs factors.
- Please ensure that all cost items are charged as per the deliverables.

5.6. Deadline for proposal submission

- The deadline for the submission of quotations is **16 January 2026**.
- Proposals should be sent to **Jade Garridigan**; Email: jgarridigan@wwf.org.za
- Please quote the project name on the proposal.



Annexure 2: BUDGET TEMPLATE

		ZAR BUDGET		
			Year 1	LINE TOTAL
Code	Item	Line Item description	Amount	
1	Staff costs / Cost Recovery (<i>permanent & temp employees</i>)	(insert detail here)	R0	R0
2	Third party fees (<i>consultants, subcontractors, etc.</i>)	(insert detail here)	R0	R0
3	Travel & Subsistence (<i>excl. 3rd party travel</i>)	(insert detail here)	R0	R0
4	Capital Asset costs	(insert detail here)	R0	R0
5	Operating Expenses	(insert detail here)	R0	R0
6	Meetings / Education / Training	(insert detail here)	R0	R0
7	Project Promotion / Communication / Printing / Publication	(insert detail here)	R0	R0
8	Project Monitoring and Evaluation	(insert detail here)	R0	R0
	TOTAL PER PERIOD		R0	R0
	GRAND TOTAL			R0

WWF SOUTH AFRICA

staked, set or driftnet, or bottom trawlnet or midwater trawlnet or any purse-seine net or any long line or any type of rock lobster trap

Table Mountain National Park Marine Protected Area

Fisheries

- Small scale fishing co-operatives
- False Bay - fishing closed area

Land-based Protected Areas

- National Park
- Nature Reserve
- Protected Environment
- Mountain Catchment Area
- World Heritage Site

Conservation Areas

- Biosphere Reserve

Marine Protected Areas

- Controlled
- Restricted
- Sanctuary

Significant Marine Areas

- EBSAs

Penguin Island Closures

- Proposed Penguin Island closures
- Interim Penguin Island closures

Botanical Garden

Ramsar Site

Cape Floristic Region Protected Areas

Steenbras Nature Reserve

Kogelberg Biosphere Reserve

Stony Point Penguin Island closure

Betty's Bay Marine Protected Area

Walker Bay Whale Sanctuary Marine Protected Area

Bot - Kleinmond Estuarine System

Dyer Island (no fishing) Penguin Island closure

Dyer Island (fishing) Penguin Island closure

Agulhas National Park

10 Kilometers

Source: BirdLife South Africa, DFFE, NMMU, WWF South Africa