



WWF FOR NATURE. FOR YOU.

WWF South Africa
World Wide Fund
ForNature

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

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

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

Appointment of an independent service provider to conduct a benchmarking study on the aquaculture certification standards: Aquaculture Stewardship Council (ASC), GlobalG.A.P & Best Aquaculture Practices (BAP)

Issued by: WWF South Africa (WWF)

Reference:

Issued:

You are invited to submit a proposal based on the information contained in this Request for Proposal(RFP) for WWF South Africa, hereafter 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	10

DIRECTORS: VP KHANYILE (CHAIRMAN), M READ (DEPUTY CHAIRMAN), Dr MA DU PLESSIS (CHIEF EXECUTIVE), S ABRAHAMS
(EXECUTIVE), MM DU TOIT, AT IKALAFENG, Dr J KING, M MAPONYANE, M MSIMANG, AJ PHILLIPS, A WATSON, P YAKO, S
ZINN

1. Introduction

WWF is seeking to engage a service provider for the review of a programmatic body of work under the Environmental Outcomes domain of its operations. The request is for an:

Appointment of an independent service provider to conduct a benchmarking study on the aquaculture certification, standards and eco-labels: ASC, GlobalG.A.P & BAP.

WWF is:

- One of the world's largest and most experienced independent conservation organisation.
- A global network, working in more than 90 countries.
- A challenging, constructive, science-based organization that addresses issues from the survival of species and habitats to climate change, sustainable business and environmental education.
- A charity dependent upon its five million supporters worldwide - some 90% of our income derives from voluntary sources such as people and the business community.
- An organisation that makes a difference.

South Africa has a complex seafood market, with approximately 50% of its seafood locally sourced and the remaining 50% is imported from around the world. Moreover, South Africa encompasses a diverse spectrum of socio-economic backgrounds, spanning from small-scale fishers to individuals with aspirational dietary preferences. To help consumers, retailers/suppliers and other actors in the supply chain to navigate the complex seafood market, two market-based tools, the WWF-Southern African Sustainable Seafood Initiative (SASSI) and the WWF-SASSI Retailer/Supplier Participation Scheme (RSPS) were developed. WWF-SASSI is an awareness initiative which promotes sustainable and responsible seafood consumption and production. WWF-SASSI uses an easy-to-follow traffic light system, Green (Best Choice), Orange (Think Twice), or Red (Don't Buy) that enables actors in the supply chain to make informed choices. This is more than a seafood list; it's a powerful tool helping to reshape the seafood market based on global best practice, rigorous scientific assessment methodology, novel technology, and user-friendly interfaces like the WWF-SASSI app. WWF-SASSI has partnerships with major retailers, suppliers, seafood franchises, restaurants, education institutes, and visionary chefs to transform the seafood supply chain and ensure that our seafood options and choices are sustainable. Through the WWF-SASSI RSPS, South Africa's largest retailers, suppliers and restaurant franchises, work with WWF-SASSI to work towards sourcing sustainable seafood which is responsibly fished or farmed. To ensure that the market is transformed, WWF-SASSI also embraces other market-based tools including the use of certification schemes and eco-labels.

As the ocean's marine resources are not sufficient to feed the global demand for seafood, farmed fish or aquaculture has been steadily increasing. The aquaculture industry plays a crucial role in meeting global seafood demand, for the first time ever, global aquaculture production has surpassed wild capture fishing production. Sustainability concerns have prompted the development of various standards and certification schemes to ensure responsible, ecological and social practices are employed by the aquaculture industry. These standards and certification schemes are regularly reviewed and updated using new criteria and principles ensuring that the schemes are comprehensive, transparent, credible and relevant. In South Africa, the three most common certified products are from the Aquaculture Stewardship Council (ASC), Best Aquaculture Practices (BAP) and

GlobalG.A.P. Comparative understanding of the specific criteria and principles each scheme evaluates helps in making informed decisions about sustainable seafood sourcing.

The objective of the study is to evaluate the scope, credibility and rigor of each certification scheme in promoting sustainable aquaculture practices and assessing the alignment of certification criteria, standards and assessment methodology against the internationally recognized WWF Aquaculture Common Assessment Methodology (ACAM). Alternatively, if the assessor has another suggestion of an entity for the study to benchmark against, it will be considered. This study will be able to identify the strengths and weaknesses of each scheme as well as considering the applicability to the unique South African market considering affordability, accessibility, transparency and availability.

A desirable outcome of the study would be to have a deepened understanding of the ASC, BAP and GlobalG.A.P.'s standards and a comprehensive report detailing the findings of the study. This is important so that WWF-SASSI can inform consumers and WWF-SASSI RSPS participants on sustainable aquaculture seafood choices.

2. General Information

2.1. The Request for Proposal (RFP) Process

The RFP process is expected to run as follows:

RFP Task	Date
Issue RFP document to bidder(s) by the Primary Contact	24 April 2024
Submission date for RFP responses to Primary Contact	8 May 2024
Acknowledge of receipt and interest to participate received by Primary Contact	13 May 2024
WWF RFP review panel sitting	16 May 2024
Reference checks	20 May 2024
Award the review work to successful bidder(s)	27 May 2024
Proposed Commencement/ Implementation start date	3 June 2024

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 propose.

2.2. 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 simple and straightforward manner, and in the format outlined below.

Response Outline:	
Chapter 1: Cover Letter	Overall introduction to the proposal. Please clearly state your understanding of what is being asked.
Chapter 2: Executive Summary	Overview of the proposed solution, Scope, Timeline and Pricing breakdown.
Chapter 3: Competency	Table of relevant competencies, experience, and references. Where you have employed other opinion leaders for this review, please reference them as well and motivate their credibility as experts.
Chapter 4: Review Requirements Delivery	Response (Approach and Plan) to the Review Requirements
Chapter 5: Outcome	Clear statement of outcome to be delivered
Appendices	Company Profile BEE Status (Certificate or Affidavit) Bank Letter Tax Compliance Status letter with TCS PIN Contactable References

2.3 Primary Contact

Alexandra Azevedo,
WWF-SASSI Seafood Market
Transformation Officer
Email address:
aazevedo@wwf.org.za

2.4 Items that were specifically asked, but not addressed in your response will be assumed as not available or not supported by your proposed solution. 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. Where information must be provided in narrative form, your response should be as clear and concise as possible. As stated above, the materials should be numbered, labelled, and sequenced to coincide with the format followed in this RFP. 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.** Proposal(s) will be evaluated by an internal Review Panel that will score your responses to the RFP. Bidder(s) may be invited for an interview where the panel requires clarity on the proposal(s).
- 3.2.** The evaluation of proposals will be carried out in two phases. The proposals will be assessed in terms of compliance with the scope of work and the expertise (5.2) and then the qualifying quote will be assessed in terms of price and BBEE.
- 3.3.** Short-listed applicants will need to be prepared to provide a presentation and respond to a Q&A session if needed.

4. Terms & 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 preparations 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 authorized procurement official of WWF and by the successful vendor(s) chosen by 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 to not 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 relative 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 fulfillment of the contract, as well as any other expenses incurred by the selected proposer, e.g. travel, accommodation, daily subsistence, telecommunication, 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 payments 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 another 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

Annexure 1: TERMS OF REFERENCE

Through this study, an understanding of the various certification schemes benchmarked against global best practices would be placed on a spectrum. This will be useful to provide details of the aquaculture ecolabels benchmarks to the Retailer / Supplier Participation Scheme members with a clear understanding of the various schemes relevant to the South African market. A desirable outcome of the study would be to have a deepened understanding of the different certification schemes aligned to WWF-SASSI and which are relevant to the South African seafood market. The outcome will also inform WWF-SASSI's decision process on which certification schemes meet global best practice sustainability standards and practices within the aquaculture remit.

The intent of the RFP is for WWF to evaluate the abilities of services provider(s) to undertake this project and to award the implementation to competent implementation partner(s).

The service provider should be able to provide insights into the details surrounding the ASC, GlobalG.A.P. and BAP certification schemes, using global examples wherever relevant.

Viability

The scope of work should provide a comprehensive report outlining the findings and recommendations in line with the following aims:

- Develop an understanding of how each certification scheme (ASC, Global G.A.P, and BAP) align and/or misalign with WWF-SASSI's seafood rating as per the ACAM standard.
- Conclude on any overlaps and gaps amongst the three certification schemes, producer compliance expectations, reporting or transparency and placing the different certification schemes on a spectrum if necessary.

Furthermore, the study objectives are to:

- Highlight updated information relevant to develop the new procurement guidelines for commonly procured aquaculture species in South Africa to guide the WWF-SASSI Retailer / Supplier Participants in their procurement guidelines.
- Provide WWF-SASSI with a comprehensive understanding of the differences between certification schemes and conclude on any overlaps, gaps or supplementary components between various schemes.

The study should be restricted to aquaculture products (freshwater and marine) within the South African market.

Outputs

- i. A comprehensive report as a soft copy and a hardcopy
- ii. A short presentation to the WWF SA marine team on key outcomes, recommendations and conclusions
- iii. A list of resources and references used in the research (Meeting minutes/notes/ etc)
- iv. Check in meetings with WWF and stakeholders.
- v. Meeting to present the results and recommendations.

5.2 Eligibility

This opportunity is available for organization (NGOs, CBOs), enterprises, independent consultants and/or consulting firms with experience of supporting business training interventions in coastal communities. High priority will be given to institutions/consultants currently with experience in the realm of aquaculture sustainability certification.

5.2.1 Required expertise and qualifications:

- A minimum of a Master's degree in a relevant field, such as marine and coastal management, environmental science, sustainable blue economy, marine policy, fisheries science, or biological or environmental sciences
- At least 5 years of work experience in the field of marine science, ocean management, sustainable development, environmental science or marine economics analysis.
- Knowledge and understanding of the socio-economic, environmental, and legal aspects of fisheries.
- Experience in conducting research and analysis related to sustainability of marine resources.
- Ability to develop and present recommendations for improving the procurement of seafood.
- Ability to communicate effectively with stakeholders.

5.3 Additional information required for proposals

- 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.
- 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 deliverables.

5.4 Contact person for enquiries

- Interested persons or organisations can obtain further information from Miss Alexandra Azevedo e-mail aazevedo@wwf.org.za

5.5 Deadline for proposal submission

- The deadline for the submission of quotations is 8 May 2024
- Proposals should be sent to Miss Alexandra Azevedo, e-mail . Please quote the project name on the proposal