



## BID INSTRUCTIONS

### ORGANISATION DEVELOPMENT SUPPORT PROGRAM

#### 1. Introduction

These bid instructions set out the overall process and requirements for prospective service providers to submit their proposals for providing services for a program of organization development support for the National Forestry Authority (NFA). These instructions should be read in conjunction with the Terms of Reference for the organisation development support program for NFA.

#### 2. Bidding process

Only invited organisations may submit a proposal. For further information please contact the program's managers (their details are provided at the end of this document).

The bidding process will follow the following four stages:

<b>Stage 1</b>	Monday 16 <sup>th</sup> November - Friday 20 <sup>th</sup> November	<b>Bid development</b> – an open window for prospective service providers to ask questions and seek further information in putting together their proposal. Site visits to NFA will <u>not</u> be permitted.
<b>Stage 2</b>	Mon 23 <sup>rd</sup> November - Wednesday 25 <sup>th</sup> November	<b>Bid finalisation</b> – a closed window for prospective service providers to finalise and submit their proposals by <b>17.00hrs, Wednesday 25<sup>th</sup> November 2020</b> .
<b>Stage 3</b>	Monday 30 <sup>th</sup> November - Friday 4 <sup>th</sup> December	<b>Formal presentations and selection of the service provider</b> – shortlisted applicants will be notified by <b>Tuesday 24<sup>th</sup> November</b> and should be available for a Zoom presentation and question / answer session lasting a maximum of one hour. Follow-up information requests may be made by the selection panel.
<b>Stage 4</b>	Tuesday 8 <sup>th</sup> December - Friday 18 <sup>th</sup> December	Contracting – negotiation and contracting of the winning bid

#### 3. Bid content

##### 1. Bid proposal document

Invited prospective service providers should prepare a formal bid document with a headed covering letter which should be structured as follows:

Description	Maximum Length (A4, 1.15 spaced, 12pt font)	Scoring weight
a. Description of the organisation's general approach(es) to organisation development supported with case examples from their own track record	5 pages	20%
b. The proposed approach, methodology and underlying justification	5 pages	20%
c. The proposed team biography - including professional details (résumés) of the team who will be providing the support - <b>the person(s) specified in the proposal will be non-substitutable</b>	3 pages per person	25%
d. Information on the organisation and how it ensures standards / quality, learning and client satisfaction	1 page	15%
e. Recent references or testimonials from similar past clients and assignments – with an indication of whether the party can be contacted by the selection panel.	2 pages per reference / testimonial	20%
f. A cost proposal which should be organised in terms of: <ul style="list-style-type: none"> <li>i. Professional fees</li> <li>ii. Travel and accommodation costs (as needed)</li> <li>iii. Materials and miscellaneous costs</li> </ul>	3 pages	Evaluated on the basis of amenability, and value for money relative to the quality of the technical proposal

Any additional supporting material that a prospective service provider wishes to submit should be provided as an annex.

## 2. Presentation

Prospective service providers should prepare a presentation for a selection panel of about 20 minutes, followed by up to 40 minutes of questions and discussion. In making their presentations, the prospective service providers are expected to be pragmatic and realistic about the assignment – raising key considerations borne out of their expertise and experience. They may equally set out what they view as being needed / expected from NFA if the program is to be realistically successful.

#### **4. Correspondence**

All interim correspondence and questions shall be directed to the program's managers - Dr Andrew Williams, US Forest Service Technical Advisor [andrew.williams@fs-ip.us](mailto:andrew.williams@fs-ip.us) and Mr Paul Buyerah, Director of Policy and Planning, NFA [paul.buyerah@nfa.go.ug](mailto:paul.buyerah@nfa.go.ug).

#### **5. Submission of bids**

Bids should be addressed to Mr Sudi Bamulesewa, Country Director, African Wildlife Foundation, Uganda and submitted via email to: [UGProcurement@awf.org](mailto:UGProcurement@awf.org).