



Request for Proposal (RFP)

for the Provision of a Research Project Titled

Illegal trade in pangolins in South Asia



Project	Illegal trade in pangolins in South Asia
Revision	Version 1.0
Release Date	12/12/24
Issuer	Paul De Ornellas



INTRODUCTION

Worldwide Fund for Nature UK (WWF-UK) would like to invite you to provide a proposal for the provisions of the research study titled, 'supporting efforts to address the illegal trade in pangolins in South Asia – assessment of illicit trade and recommendations for action.

Please find enclosed a 'Request for Proposal (RFP) document which includes background information on the project.

The Tender pack contains:

- RFP Brief
- Appendix 1 Sample template contract
- Appendix 2 Supplier code of conduct

If any part of this RFP is unclear, or if you have any questions about any aspect of this process, please message pdeornellas@wwf.org.uk.

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CONTEXT

WWF

Founded on 11 September 1961 WWF is the world's largest and most experienced independent conservation organisation, working in more than 90 countries.

A charity dependent upon its five million supporters worldwide - some 90 per cent of our income derives from voluntary sources such as people and the business community.

In addition to funding and managing countless conservation projects throughout the world, WWF continues to lobby governments and policymakers, conduct research, influence education systems, and work with business and industry to address global threats to the planet by seeking long-term solutions.

Further Information can be found at www.wwf.org.uk.

PURPOSE & BACKGROUND

The purpose of this Request for Proposal (RFP) is to contract for a duration of 6 months, with a research consultant / consultancy company that will provide research and report writing services for WWF-UK.

WWF-UK is conducting this piece of work to inform efforts to support pangolin conservation and address illegal wildlife trade affecting South Asia. This will support one of WWF UK's key results under its current strategy period; to address drivers of biodiversity loss and 'ensure we are on track for populations of our priority species in our priority places to be stable or increasing by 2030'.

Asia's pangolins continue to be threatened by demand for their scales, used in traditional medicine, and for their meat consumed as a luxury dish. Despite being listed in Appendix I of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), regulation of trafficking across international borders remains a problem. A lack of information regarding the trade routes used, and inadequate use of the available legal tools to deter trafficking, are thought to be key obstacles to countering this crime. The border areas and main shipping routes in the South Asian region of India, Nepal and Pakistan are of serious concern for pangolin trafficking and are the focus of this Proposal.

WWF has a strategic focus on pangolins in the region and the outputs linked to this Proposal will inform these activities as well as those of the wider community seeking to address IWT affecting South Asia.

The key objectives for this project are

Goal: To guide conservation actions to address illegal trade in pangolins affecting South Asia with a focus on India, Nepal and Pakistan's border regions



Objectives

1. To characterise patterns and drivers of pangolin trade in South Asia.
2. To characterise and international trade routes and hubs of pangolin trafficking in South Asia (detailing any linkages to China, if present).
3. To provide an analysis of seizure data to provide insights to the effort made to prevent trafficking of pangolins in this region.
4. To provide an overview of relevant policy and regulation relevant to illegal trade in pangolins in these jurisdictions.
5. To develop recommendations for WWF and other stakeholders to enhance collaborative efforts in the region to eliminate the illegal pangolin trade.

REQUIREMENTS

The researcher(s) are expected to have:

- A background in pangolin conservation, wildlife trade/crime monitoring and efforts to address illegal wildlife trade.
- A working knowledge of pangolin conservation and trade issues, wildlife crime, wildlife trade and associated stakeholders and actors in South Asia.
- Experience of undertaking research projects that,
 - Gather, analyse and synthesize wildlife trade/crime data.
 - Conduct analyses of policy and regulation in relation to wildlife trade/crime.
 - Produce high quality scientific reports and papers.
 - Engage a range of different stakeholders (including government agencies, NGOs and law enforcement) and tailor engagement and research with these different groups in an appropriate way.

The researcher(s) will be expected to carry out desk-based research that will include sourcing and analysing pangolin seizure data, review of any relevant related publications and a review of relevant policy and regulations. This will be complemented by stakeholder interviews which will include key staff from WWF Offices in region (details provided by WWF UK contact). These findings will be the subject of synthesis alongside development of recommendations for action.

OUTCOME MATERIAL

WWF-UK's provider will:



1. Produce a synthesis report that responds to the objectives, detailing the methodology applied, results of the data gathering and seizure analysis, review of drivers, policy analysis and recommendations.
2. Work with WWF UK and regional offices, as appropriate to disseminate findings and communicate these to key stakeholders.
3. Produce a manuscript for submission to a peer-reviewed publication on the records of pangolin trafficking, seizures and prosecutions involving key border areas of India, Nepal and Pakistan, complete with recommendations for future actions. This should include co-authorship for WWF regional colleagues and other local stakeholders where appropriate and standard authorship criteria have been met.

All materials and reports will need to be:

- Written in English
- Presented in Microsoft word and pdf format
- The report will be proofread, to ensure that it is free of spelling mistakes and typos and is formatted correctly.

The final report should:

- The report should be approximately 25-30 pages long, to be mutually agreed, including an executive summary.
- A draft version of the report in Microsoft word format should be provided to WWF UK for review, with feedback addressed prior to finalisation.
- The report will contain text / infographics / illustrations / photographs as appropriate. An example of similar report (albeit longer than proposed for this tender) is.
https://wwfeu.awsassets.panda.org/downloads/200923_falling_through_the_system_web_1.pdf?916266/EU-European-Union-captive-tigers-illegal-wildlife-trade
- The WWF-UK brand and editorial guidelines should be followed. Copies of these will be provided.

PROPOSAL REQUIREMENTS

SERVICE PROPOSAL

Experience & Resources:

- Evidence your organisations capability to provide the entire scope of research described in our requirements above.



- Please evidence your organisations expertise in providing similar studies. Please include examples of past projects.
- Please provide short biographies or CV for those who will be leading or key player in the research study and high-light how relevant this experience is to this specific research.

Research Methodology

- Propose your high-level approach and methodology for the study
- Please outline your forecasted completion date for the project and attach a high-level timeline.
- Please describe how you provide updates, track progress and ensure success of the project? Explain the mechanisms in place for providing regular updates and tracking progress against agreed objectives

Scope & Outcome Material

- Describe how your proposed report fits our required outcome.
- Confirm your capability to produce the outcome material listed in the requirements above.

FINANCIAL PROPOSAL

Pricing must be clearly labelled in Pounds Sterling (£) and be inclusive of all costs except Value Added Tax.

- Please evidence value for money, we are looking for competitive pricing for expertise.
- Fees need to be clear and structured, fully broken down and itemised.
- If you offer NGO discount, please show this within your pricing.
- A pricing chart will need to be submitted. Please state day / hourly rates and price per project element, ideally with capped fees.
 - On the top line please input the total cost for the project, along with how many team members will be involved and forecasted days for the entirety of the project.
 - Each line should show the different project elements / activities, the team members working on each activity, days allocated to each activity, the day rate for the team member and total cost per activity.
 - If there are multiple activities, that can be grouped together, please provide a total line per grouped activity,
 - Should there be a need for travel please include this as a separate line, under the activity it applies to.

Please see the example below:



Activity	Researcher (Team Member)	Days	Day Rate	Total Cost
Total	4 x Team Members	16	n/a	£4,520
Research	2 x Junior Researches & 1 x Researcher	8	n/a	£1,820
Literature Review	1 x Junior Researcher	3	£300	£900
Data Review	1 x Junior Researcher	2	£300	£600
Stakeholder interviews and mapping - in person	1 x Researcher	3	£350	£350
Travel for interviews and mapping	train to / from and hotel for 2 nights	n/a	n/a	£320
Report	1 x Junior Researcher, 1 x Researcher & 1 x Senior Researcher	8	n/a	£2,700
Draft Key Findings	1 x Junior Researcher	3	£300	900
Draft Key Findings	1 x Researcher	2	£350	700
Draft Key Findings	1 x Senior Researcher	0.5	£400	200
Final Report	1 x Researcher	2	£350	700
Final Report	1 x Senior Researcher	0.5	£400	200

CONTRACTING WITH WWF-UK

It is our requirement that an appointed external partner adopts our standards terms and conditions for engaging with us. These are included within the tender documents. Please confirm you are willing to accept these terms. Should you have any amends you wish to make, these will need to be discussed with the WWF-UK legal team.

WWF-UK asks all suppliers to comply with the Supplier Code of Conduct which is enclosed within the tender pack. Please confirm your acceptance.

All contracted suppliers are required to register on Panda Purchasing (WWF-UK's PO and invoice system). Should you be successful in your bid, please confirm you will be willing to register on the system.

TIME PLAN

DESCRIPTION	DUE DATE
Issue of RFP	12/12/24
Deadline for Vendor questions	18/12/24
WWF-UK response to all questions issued	20/12/24
Deadline for electronic submissions	10/01/25
Award	17/01/25
Contract signature	24/01/25
Contract start date	01/02/25
Submission of draft report and draft manuscript	15/05/25
Submission of final report and final manuscript	30/06/25



Although every effort will be made to adhere to the timing plan, WWF-UK reserves the right to amend the dates stated above.

CONTACT

Please email proposals to **Paul De Ornellas** PDeOrnellas@wwf.org.uk , Chief Adviser - Wildlife • Science. Within your email please confirm the requirements stated above in 'CONTRACTING WITH WWF-UK'.

EVALUATION CRITERIA

All proposals will be evaluated on total cost and service levels which provide optimal benefit to WWF-UK.

The following criteria will be used for evaluation:

- 1- Financial and Terms Proposal 45%**
 - Total cost of the proposal
 - Contractual terms
- 2- Services Proposal 45%**
 - Alignment between WWF-UK requirement and the vendor's capacity
- 3- Company Profile and Values including sustainability approach 10%**
 - Evidence that the vendor is proactively reducing their impact on the planet.

CONFIDENTIALITY AND DISCLAIMER

This RFP and any other supplementary information provided to you contains WWF-UK confidential information and shall remain the property of WWF-UK.

- 1.1. This RFP contains proprietary information and is confidential to WWF-UK. No part of the RFP or its attachments may be reproduced, in whole or in part, unless specifically required for your internal use in responding to the RFP. You must not distribute this RFP outside your organisation (including to sub-contractors) without our prior written permission.
- 1.2. The unauthorised disclosure of the RFP or any part of it, or failure to observe other requirements contained in this document will result in your immediate disqualification from further consideration as a bidder.
- 1.3. All information in this RFP and any information provided because of this RFP (including but not limited to the scope of the requirement) is to our reasonable knowledge and belief accurate at the time such information is provided. However, all such information may change over time and WWF-UK makes no representations or warranties concerning the completeness or accuracy of that information. All such information is



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provided only to indicate to you the scope of WWF-UK's requirements. You are solely responsible to undertake whatever investigation and due diligence you consider appropriate to verify the accuracy of any information provided to you.

- 1.4. All proposals, presentations and supporting materials submitted in response to this RFP will be treated as confidential and used solely for the purpose of selecting a Facilities Services provider for WWF-UK.
- 1.5. This RFQ does not commit WWF-UK to any specific course of action. The issuance of this RFQ does not bind WWF-UK to accept any proposal, in whole or in part.
- 1.6. WWF-UK will attempt to provide limited feedback to every bidder submitting an unsuccessful proposal.
- 1.7. WWF-UK reserves the right to disqualify and reject proposals from vendors who do not comply with these guidelines and anti-bribery act 2010.
- 1.8. As part of this tender process WWF-UK makes no obligations in any way to:
 - (i) pay any vendor for any RFP response; or
 - (ii) award the contract with the lowest or any bidder; or
 - (iii) accept any RFP information received from vendors; or
 - (iv) include vendors responding to this RFP, in any future invitation; or
 - (v) any other commitment to vendors.