

**MULOBEZI BEE KEEPING AND HONEY  
PRODUCTION ASSESSMENT**

**REQUEST FOR PROPOSAL**

**2<sup>ND</sup> MAY 2016**

## Contents

1. General Administrative Provisions.....	2
1.1. Statement of Purpose .....	2
1.2 TNC’s Procurement Process .....	2
1.3 Customer's Obligations .....	2
1.4 Vendor's Obligations .....	2
1.5 Vendor Submission Requirements.....	2
<b>The Nature Conservancy</b> .....	3
1.5.1 Critical Dates .....	3
<i>Questions Regarding the RFP</i> .....	3
<i>Proposal Due Date</i> .....	3
1.6 Restricted Communications .....	3
1.7 Disposition of Proposals.....	3
1.8 Contractual Commitment of Proposal .....	3
1.9 Confidentiality.....	4
1.10 Conflict of Interest Disclosures .....	4
APPENDIX I: SCOPE OF WORK .....	5
ASSESSING THE POTENTIAL FOR A BEE KEEPING AND HONEY PRODUCTION BUSINESS FOR MULOBEZI GAME MANAGEMENT AREA .....	5
Background: .....	5
Mulobezi Community Project: .....	5
Increasing Alternative Livelihoods for Mulobezi Community.....	5
Developing Bee keeping project in Mulobezi GMA .....	6
Objectives of Assessment: .....	6
Specific Tasks .....	6
a) Production Assessment:.....	6
b) Viability and Marketing the Honey production chain:.....	7
c) Organizational set up: .....	7
d) Stakeholder Participation.....	7
e) Business Plan Development .....	7
Expected Outputs and Deliverables .....	7
APPENDIX II: CONFLICT OF INTEREST FORMS .....	8

# 1. General Administrative Provisions

## 1.1. Statement of Purpose

It is the intention of The Nature Conservancy (“Customer”) to solicit Proposals for a Vendor **to conduct a feasibility study to be conducted to assess the potential of a beekeeping project in Mulobezi Game Management Area** (details of scope of work in Appendix I). Those receiving this Request for Proposal (RFP) are referred to as “Vendor”.

**THIS IS NOT AN ORDER.**

THE NATURE CONSERVANCY (TNC) is a District of Columbia, USA, non-profit corporation with its principal place of business in Arlington, Virginia, USA and a program in Zambia (Plot 8664 Kudu Road, Lusaka Zambia).

Since 1951, The Nature Conservancy has been working with communities, businesses and people like you to protect more than 119 million acres of land and 5,000 miles of rivers worldwide. The mission of The Nature Conservancy is to conserve the lands and waters on which all life depends.

Please see [www.nature.org](http://www.nature.org) for more details on what the Conservancy does and where we work.

## 1.2 TNC’s Procurement Process

Procurement activities will be conducted in a nondiscriminatory manner with fair treatment given to all Vendors. The Conservancy reserves the right to reject any and all offers for any reason whatsoever, to waive technicalities, and to pursue purchasing in a manner that is in the best interest of the organization.

## 1.3 Customer's Obligations

Customer incurs no obligation or liability whatsoever by reason of issuance of this RFP or action by anyone relative thereto.

## 1.4 Vendor's Obligations

Vendor must analyze and respond to all sections of this RFP providing sufficient information to allow Customer to evaluate the Proposal. Vendor, by submitting its Proposal, agrees that any costs incurred by the Vendor in responding to this RFP, are to be borne by Vendor and may not be billed to Customer.

Vendor’s proposal must match the order in which the RFP was submitted or clearly state where the information resides. If Customer has any confusion or difficulty in retrieving the required information from a Vendor’s proposal, it may result in such proposal to be disqualified. **Vendor may not have the ability to resubmit their proposal to Customer.**

Customer requests firm fixed pricing for the proposal. If a particular entity is chosen as an award winner and any additional costs are presented at the time of agreement negotiations or implementation, Customer has the right to reject that entity as the contract winner.

Vendor shall not use the names, logos, images or any data or results arising from the anticipated contract for advertising without Customer’s prior written consent.

## 1.5 Vendor Submission Requirements

Submission of Proposal:

Vendor will send its response to this RFP via email

- Email: **pmupeta@tnc.org**
- Email subject heading: **MULOBEZI BEE KEEPING ASSESSMENT**

**Or submit hard copies to the following address: -**

**The Nature Conservancy**

*Attention: Dr. Patricia Mupeta-Muyamwa,  
Plot 8664 Kudu Road,  
Lusaka  
Zambia*

**Phone: +260 974153551**

### **1.5.1 Critical Dates**

#### Questions Regarding the RFP

Vendor will submit questions to Customer by close of business on **Friday 6<sup>th</sup> May, 2016.**

Customer will use its best efforts to answer questions by **Monday 9<sup>th</sup> May, 2016.**

Answers may be shared by e-mail with all Vendors. Vendor understands and agrees that it has a duty to inquire about and clarify any RFP questions that the Vendor does not fully understand or believes may be interpreted in more than one way. Customer, however, is not required to answer all questions that are not pertinent to the RFP or are considered to be Customer's proprietary information.

#### Proposal Due Date

Proposals shall be delivered to The Nature Conservancy on or before **17:00 HRS on Monday 20<sup>th</sup> May, 2016.** See Article 1.5 for Submission Requirements.

### **1.6 Restricted Communications**

It is the policy of the Customer to avoid situations which (1) place it in a position where its judgment may be biased; (2) create an appearance of conflict of interest with respect to rendering an impartial, fair, technically sound, and objective decision prior to selection; or (3) give an unfair competitive advantage to competing Vendors. Therefore, to ensure an ethical evaluation process, all inquiries or other communications regarding this RFP shall be exclusively directed to the Customer's authorized Agent, to the person and location specified in Article 1.5.2 of this RFP. Vendors are hereby expressly instructed not to otherwise communicate with Customer's officers or employees regarding this RFP. This prohibition is also applicable to Vendors' affiliates, officers, employees, agents, consultants, and subcontractors.

### **1.7 Disposition of Proposals**

All material submitted in response to this RFP will become the property of the Customer and may be returned only at the option of the Customer and at the expense of the Vendor. Successful and unsuccessful bidders will be notified in writing or by phone. The Customer shall not be obligated to detail any of the results of the evaluation.

### **1.8 Contractual Commitment of Proposal**

The contents of submitted Proposals will be considered obligations of the successful Vendor. No information should be submitted that is not intended to be incorporated into the Proposal and any contract which may result from such Proposal. If there is any inconsistency between the terms herein and any of the other contract documents, the terms in the other contract documents shall prevail.

## 1.9 Confidentiality

Any data, documentation or other business information furnished by or disclosed to the Vendor shall be deemed the property of the Customer and must be returned to the Customer upon request.

## 1.10 Conflict of Interest Disclosures

It is the policy of The Nature Conservancy (“TNC”) to identify actual, potential or perceived conflicts of interest in any situation in which TNC has a significant business interest. To assist TNC in complying with this policy, we request that all individuals and/or organizations that will be involved in a proposed transaction with TNC complete our Conflict of Interest Disclosure Form. This relates to people who will be working, directly or indirectly, to respond to this RFP, as well as may be doing the resultant work if the Vendor receives the contract.

Please complete the attached Conflict of Interest Disclosure Form (Appendix II) and send with your RFP response.

*The information will be kept confidential and given out only on a “need to know” basis.*

## **APPENDIX I: SCOPE OF WORK**

### **ASSESSING THE POTENTIAL FOR A BEE KEEPING AND HONEY PRODUCTION BUSINESS FOR MULOBEZI GAME MANAGEMENT AREA**

#### **Background:**

The Nature Conservancy's (TNC) is a leading international conservation organization established in 1951 and operating in 33 countries across the world. Its mission is to protect the lands and waters upon which all life depends. TNC has been working in Zambia since 2010. The Zambia Program is one of the four large programs in Africa and contains a suite of strategic objectives and a team of people to deliver its outcomes. The Kafue Ecosystem Program, which is TNC's flagship Program in Zambia, has five strategic outcome areas: (1) Create Enabling Conditions for Conservation; (2) Improve Resource Protection in Kafue National Park; (3) Implement Sustainable Resource Management on Communal Conservation Areas (CCAs); (4) Mitigate Impacts of Mining and (5) Source Water Protection. By pursuing these five strategies we aim to improve conditions for resource management and make the Kafue Ecosystem more resilient to climate change in order to protect critical freshwater, woodland and grassland habitats for people and nature.

#### **Mulobezi Community Project:**

Since June 2012, TNC has been implementing a community based natural resources management (CBNRM) program in Mulobezi Game Management Area (GMA). This program has been implemented under TNC's broader strategy of creating sustainable resource management on communal conservation areas (CCAs). The program is built on a three pronged approach, i.e. strengthening local governance capacity of communities to manage natural resources, securing stronger property tenure rights and creating social and economic opportunities that increase incentives for communities to participate in CBNRM. The overall goal of this project is to reduce the threats to the natural environment by increasing the benefits to those who are threatening it. TNC's theory of change is simple. **IF** local communities view themselves as shareholders benefiting from the natural capital that is paying dividends to them in the form of sustainable harvested timber revenue, sustainably harvested wildlife, sustainably produced agriculture, **THEN** they will reduce threats to those wildlife, teak, soil, water and vegetation and become better stewards over the long term.

#### **Increasing Alternative Livelihoods for Mulobezi Community**

In June 2012 TNC, Moomba community and other stakeholders from the local district council, KAZA, WWF and the Zambia Wildlife Authority, developed a strategic plan to help guide the Mulobezi program. This was developed as a conservation action plan where participants identified critical threats to both conservation and human wellbeing in Mulobezi. Seven strategies were identified: -

1. Reduce Poverty by Increasing Alternative Livelihoods
2. Improve Food Security
3. Strengthen Local Governance
4. Increase Local Capacity to Improve Resource Management
5. Increase Enabling Conditions for Devolved Natural Resource Management
6. Increase Primary School Attendance
7. Improve Access to and Quality of Health Care

To understand the extent of poverty and livelihood options, TNC conducted a socioeconomic baseline survey in 2014. Poverty was identified as a key driver of unsustainable exploitation of natural resources as most residents did not have access to jobs, markets to sell produce and were food insecure. Residents were only food secure four out of twelve months of the year. The study showed that more than 50% of respondents were heavily reliant on natural resources such as fish, wild fruits, medicinal plants and charcoal and that few community members were earning incomes from these natural resources (Muyengwa et al., 2014).

TNC's CBNRM program demonstrates that local communities can undertake business ventures that support both their livelihoods and wildlife conservation. A critical component of this objective is to increase the income of local people in Mulobezi game management area.

Based on this background, TNC has been exploring opportunities that would help increase livelihood options for the Moomba community. One of the livelihood activities identified by the community was developing a robust bee keeping project. The communities had previously received training and materials to help them start the bee keeping project through a USAID project (CONASA) in 2001 – 2004. This project didn't fully develop as the project ended in 2004.

### **Developing Bee keeping project in Mulobezi GMA**

Based on this background, TNC plans to support individuals and groups of bee keepers with the goal of increasing incomes from honey production. This would be undertaken by increasing productivity and strengthening community participation in the honey value chain. TNC initiated this program in 2014 by helping set up the Makanga Beekeepers' Association and the construction and equipping of an apiary. Association members were also given modern beehives. The association has been operating for about one and half years with 50 beehives, though only 8 are currently occupied. Due to lack of organizational capacity the association has not been able to produce significant quantities of honey and beeswax for the market.

### **Objectives of Assessment:**

TNC would like to enhance production and sale of honey and beeswax, thereafter link the association and other beekeepers to buyers. TNC is soliciting for technical and financial proposals that will address several aspects that will help increase honey and beeswax production, strengthen cooperatives, individual beekeepers and enhance community participation in the honey value chain on a sustainable basis.

### **Specific Tasks**

The assessment will include the following components; -

#### **a) Production Assessment:**

1. Assess the biophysical conditions for bee keeping in Mulobezi GMA and its surrounding areas.
2. Identify and characterization of a potential bee keeping business in Mulobezi GMA.
3. Assess current and future production levels that will sustain a bee keeping business.
4. Identify and gather data on current producers (i.e. numbers, gender, organization profile).
5. Assess types of institutional support that would be needed to run and manage a bee keeping business.
6. Assess environmental impact of beekeeping activities.
7. Assess past seasons' individual honey and beeswax production from selected beekeepers.
8. Assess production, from managed hives in kilograms of honey and beeswax the beekeeping activities in the area.
9. Assessment of the potential for developing a cadre of residents that should begin to make some of the equipment (e.g. hives) and tools required for the production and processing of the honey locally.
10. Assessment of potential sources and type of finances for nature-based (honey businesses) SMEs that may be available to communities of Mulobezi GMA

### **b) Viability and Marketing the Honey production chain:**

1. Assess potential for developing a bulking center for collection of honey from suppliers, whose value has been enhanced.
2. Provide an overview of the market for the products of the bee keeping business.
3. Develop a business plan that helps identify turnover, investments options.
4. Assess market and demand trends for honey in the Southern and Lusaka province.
5. Identify market opportunities and further growth potential.
6. Estimate amount of funds realized from sale of the produced honey and beeswax.
7. Determine the market where the produced honey and beeswax was sold.
8. Find out the means of conveying the produce to the market.

### **c) Organizational set up:**

1. Identify the constraints and challenges facing beekeeping activities hindering growth and self - employment and ultimately the sustainability of beekeeping in Mulobezi GMA:

- a. Capacity
- b. Infrastructure
- c. Financial
- d. Ready market
- e. Other

2. Identify opportunities, including:

- a. Possible capacity interventions
- b. Resource availability
- c. Other market development interventions

### **d) Stakeholder Participation:**

Present findings to selected stakeholders for further input to improve the final report

### **e) Business Plan Development**

Make recommendations & develop a beekeeping business plan for sustainable development of beekeeping in Mulobezi GMA.

## **Expected Outputs and Deliverables**

1. Assessment report
2. Develop a Beekeeping Business plan for Mulobezi Game Management Area showing;
  - a) Organisation and development of beekeeping activities
  - b) Marketing of honey and its by – products
  - c) Management/operations of the beekeeping industry in the area
  - d) Capacity building i.e. training of beekeepers, appropriate equipment and infrastructure
  - e) Financial plan

# APPENDIX II: CONFLICT OF INTEREST FORMS

## The Nature Conservancy

### CONFLICT OF INTEREST DISCLOSURE FORM

It is the policy of The Nature Conservancy (“TNC”) to identify actual, potential or perceived conflicts of interest in any situation in which TNC has a significant business interest. To assist TNC in complying with this policy, we request that all individuals and/or organizations that will be involved in a proposed transaction with TNC complete this form.

#### TRANSACTION

For **Real Estate transactions**, describe the property, its size and the type of deal (e.g., purchase or sale, gift, fee, easement, or other).

For **all other transactions**, describe the type of agreement (e.g., service contract, grant, etc.).

#### SERVICE CONTRACT

**Total dollar value of transaction:**

**[For cashless barter transactions, provide the value of the benefits being provided each party.]**

#### PARTIES

Please check the box to indicate the type of party for which this form is being completed, list all individuals and/or organizations that will be involved in this transaction, then complete the applicable section that follows. An “organization” includes a for profit corporation, partnership, trust, estate, joint venture, limited liability corporation, professional corporation or unincorporated entity of any kind, a foundation, public board, commission, and a 501(c)(3) or other charitable organization.

- Individuals (list all, then complete Section 1):** \_\_\_\_\_
- For Profit Organizations (list all, then complete Section 2):** \_\_\_\_\_
- Not for Profit Organizations (list all, then complete Section 3):** Moomba Community Resource Board

**Note: Please refer to the attached list of TNC key employees and current and prior members of TNC’s Board of Directors when completing the rest of this form.**

#### 1. INDIVIDUALS:

**Please check all that apply and attach an explanation for any “Yes” answers.**

	Yes	No
a. Are you now, or have you been at any time since July 1, 2009, a <b>TNC “key employee”</b> or a <b>member of the TNC Board of Directors</b> as identified on the attached list?		
b. Are you now or have you been in the past 12 months a <b>TNC employee</b> (other than a key employee), a <b>Chapter Trustee</b> or member of a <b>Country Program Advisory Council</b> ?		
c. Have you <b>contributed to TNC U.S. \$5 million or more</b> during the current year, or U.S. \$25 million or more, cumulatively, in this year and the prior five (5) years?		
d. To your knowledge, are you a <b>Family Member</b> of any individual identified in paragraph a, b or c above? (For these purposes, the term “Family Member” includes the individual’s spouse, siblings, siblings’ spouses, all ancestors and their spouses, direct descendants (natural and adopted) through great grandchildren and their spouses, step-parents, step-siblings in-laws (father, mother, daughter, son, brother and sister), and any person with whom the individual shares living quarters under circumstances that closely		

resemble a marital relationship or who is financially dependent upon the individual.)		
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**2. FOR PROFIT ORGANIZATIONS:**

**Please check all that apply and attach an explanation for any “Yes” answers.**

	Yes	No
a. Has the organization made total aggregate contributions to TNC (i) during the current year of U.S. \$5 million or more, or (ii) during the current and last five (5) years of U.S. \$25 million or more?		
b. Now or at the time of the proposed transaction, does or will any <b>TNC employee, member of TNC’s Board of Directors, or TNC Chapter Trustee or Advisory Council member</b> , individually or collectively with other such persons (including <b>Family Members</b> of such persons; see Section 1(d) above for definition of Family Members), <b>own more than 35% of the stock or value of the organization</b> (directly or indirectly), or have the legal or <i>de facto</i> <b>power to exercise a controlling influence over the organization’s management or policies</b> , e.g., as an officer, key management employee, board member or partner?		
c. Now, or at the time of the proposed transaction, have or will any members of <b>TNC’s current Executive Team or Board of Directors</b> (see attached list) serve as: <ul style="list-style-type: none"> <li>• an officer, director, trustee, key employee, or partner; or</li> <li>• if the entity is a limited liability corporation, a member; or</li> <li>• if the entity is a professional corporation, a shareholder?</li> </ul>		

**3. NON PROFIT ORGANIZATIONS**

**Please check all that apply and attach an explanation for any “Yes” Answers.**

	Yes	No
a. Now or at the time of the proposed transaction, have or will any <b>TNC employee, member of TNC’s Board of Directors, Chapter Trustees, Country Program Council Advisors, or Family Members</b> of any of these, individually or collectively, <b>have the ability to control management of the entity?</b> See Section 1(d) above for definition of Family Members.		

**SIGNATURES FOR ALL PARTIES IDENTIFIED ABOVE**

The undersigned certifies that the information provided above is true and correct to the best of his/her knowledge.

**Signatures for Organizations:**

Name of Organization: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed name of person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Signatures for Individuals**

Signature: \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed name: \_\_\_\_\_

**Individuals who in the current fiscal year (FY15) are or during the preceding five fiscal years have been a Conservancy “key employee” or a member of the Board of Directors:**

## **Key Employees**

### **Current Executive Team**

Justin Adams  
David Banks  
Charles Bedford  
Giulio Boccaletti  
Mark Burget  
Mario D'Amico  
William Ginn  
Lynne Hale  
Wisla Heneghan  
Steve Howell  
Peter Kareiva  
Joe Keenan  
Brian McPeck  
Pascal Mittermaier  
Glenn Prickett  
Lois Quam  
Angie Sosdian  
Mark Tercek  
Peter Wheeler  
Janine Wilkin

### **Other/Former Key Employees**

Karen Berky  
Rebecca Bowen  
John Cook  
Addison Dana  
Rebecca Girvin-Argon  
Amy Golden  
Katherine Imhoff  
Michelle Lakly  
Russell Leiman  
Robert McKim  
Catherine Nardone  
Craig Neyman  
Karen Poiani  
Geof Rochester  
Michael Sweeney  
Philip Tabas  
Elizabeth Ward

### **Current Board of Directors (FY '15)**

Teresa Beck  
David Blood  
Shona L. Brown  
Gretchen C. Daily  
Steven A. Denning  
Joseph H. Gleberman  
Jeremy Grantham  
Frank E. Loy  
Jane Lubchenco  
Jack Ma  
Claudia Madrazo  
Craig McCaw

Thomas J. Meredith  
Thomas Middleton  
Ana M. Parma  
Stephen Polasky  
James E. Rogers  
Muneer A. Satter  
Mark Tercek  
Thomas J. Tierney  
Moses Tsang  
Frances A. Ulmer  
P. Roy Vagelos  
Margaret C. Whitman

**Prior Board Members (FYs '10-'14)**

Joel E. Cohen  
Gordon Crawford  
Harry Groome  
Roger Milliken, Jr.  
James C. Morgan  
William W. Murdoch  
Roberto Hernández Ramirez  
Mary H. Ruckelshaus  
John P. Sall  
Cristián Samper  
Christine M. Scott  
Georgia Welles  
Shirley Young