



**Terms of Reference for Call for Proposals: Capacity Development,
Monitoring and Mentorship Support for The GEF Small Grants Programme
Funded Projects in the Operational Phase 6 Landscape of Makgadikgadi
Wetland System, Botswana.**

Country: Botswana

Description of Assignment: The Global Environment Facility Small Grants Programme invites Civil Society Organisations, Academia and Research Institutions to submit capacity building project proposals that addresses capacity development, monitoring and mentorship for SGP grantees.

Project Name: SGP OP6 Anglophone Africa

Project Number: 11960-003

Supervision: GEF/SGP National Coordinator

The proposals including **proof of registration** should be submitted in **duplicate (1 original and 1 copy) together with a soft copy of the proposal in pdf format in a CD** in sealed envelopes and clearly marked **“Call for GEF/SGP Proposal” – NOT TO BE OPENED BY REGISTRY**. The Proposal submissions must be addressed to and delivered to the following address:

The Resident Representative
United Nations Development Programme
The GEF Small Grants Programme
P O Box 54
UN Building, Ground Floor Reception Desk
Government Enclave, Corner Khama Crescent and Presidents' Drive
Gaborone, Botswana

OR

Sent by email in a **pdf format** to procurement.bw@undp.org

2. Proposals should reach the addresses specified above no later than **3rd December 2019 at 14:00 hrs. No late applications will be accepted**

3. General enquiries or any request for clarification regarding any part of the Call for Proposals (CFPs) must be sent in writing or by standard electronic communication to: enquiries.bw@undp.org or **fax: +2673956093**

Background

Established in 1992, following the Rio Earth Summit, the Global Environmental Facility Small Grants Programme (GEF/SGP) is a corporate programme of the Global Environment Facility and implemented by United Nations Development Programme (UNDP). The GEF/SGP supports local communities at the grassroots level to undertake projects that are aimed at restoring and conserving the environment while at the same time enhancing people's wellbeing and livelihoods. The projects supported are within the GEF focal areas of; biodiversity, land degradation, climate change, sustainable forest management, international waters, chemicals and Persistent Organic Pollutants (POPs).

The GEF Small Grants Programme provides Civil Society Organizations (CSOs) in developing and transitioning countries with grants and technical guidance to enable them to tackle global environmental challenges while addressing local sustainable development needs. In Operation Phase 6, grant-making focuses on the strategic initiatives of; community landscape conservation, climate smart innovative agro-ecology, low carbon energy access co-benefits and local to global chemical management coalitions and tap on the opportunities in line with the country environmental management and development priorities and the GEF targets. With these environment-centered "grant projects" the Programme also seeks to generate sustainable livelihoods and reduce poverty in the world's neediest countries and regions. With the notion "*community action with global impact*", the Programme recognizes that grassroots communities as custodians of their environments, they are better placed to tackle global environmental problems and come up with innovative and sustainable solutions.

Since its establishment in 1992, the Botswana Programme have supported 183 projects with varying successes. Through the technical and financial support provided by the Programme, the local communities have led initiatives that has significantly contributed to the restoration and conservation of the natural environments as well as enhancing people's well-being and livelihoods particularly at the rural areas.

In attaining the overall goal of the Programme¹ and Operational Phase 6 (2015 to 2018) objective², capacity development of the grantees is at core of SGP support. The most important objectives of SGP country programs is to help build the capacity of the civil society to engage and respond to key environmental challenges. Given that capacity is frequently limited among the target communities of SGP, support for capacity development is critical for SGP.

As enshrined in the Standard Operating Procedures and through the grant maker plus role, the Programme continues to support initiatives aimed at enhancing and strengthening capacities of CSOs in the country. It is against this background that the Programme invites legally registered Civil Society Organizations, academia and research institutions in Botswana to submit proposals that addresses the capacity building objective of the Country Programme. The Capacity Development project will be supporting grantees with on-going projects implemented in the areas within the boundaries of Makgadikgadi Framework Management Plan (in Boteti and part of Tutume (Nata, Gweta, Maposa, Zoroga, Tsokatshaa, Sepako, Manxotai, Dukwi, Mosetse, Kotamogoree, Lepashe and Matsitama villages) Sub District only). Figure 1 shows the location of the project site under this Call for Proposals.

¹ Global Environment Benefits Secured Through Community-Based Initiatives and Actions.

² To support the creation of global environmental benefits and the safeguarding of the global environment through community and local solutions that complement and add value to national and global level action.

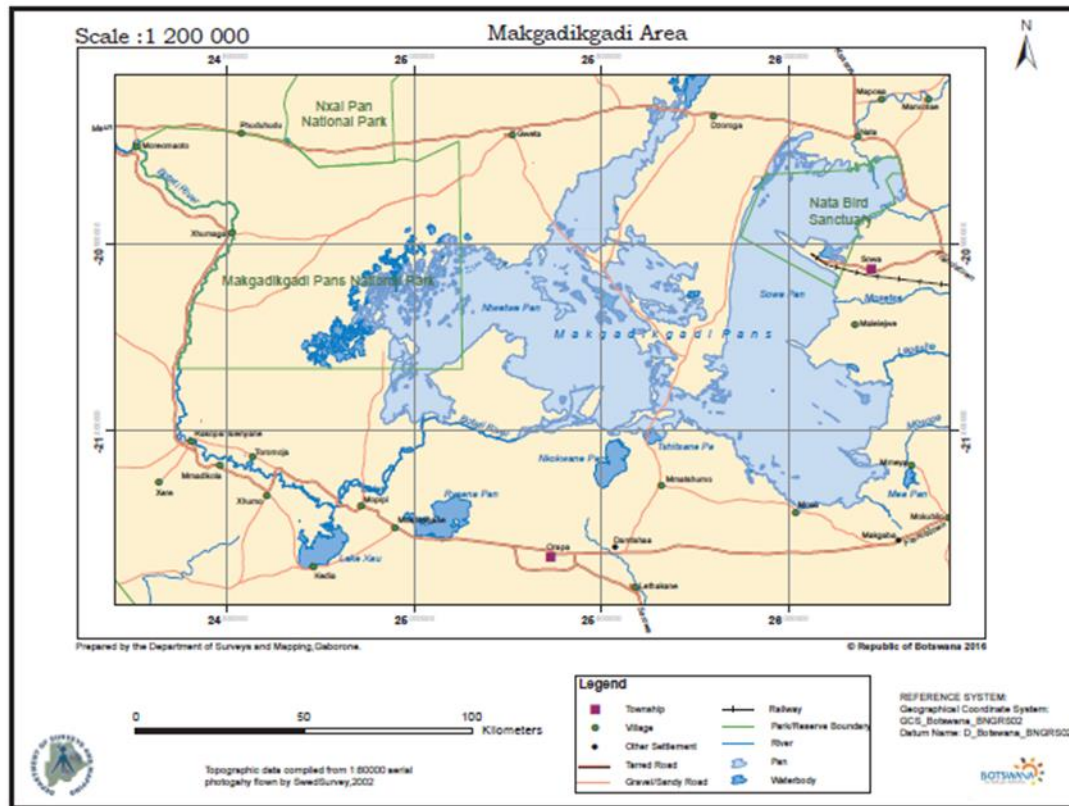


Figure 2: Location Map of the Makgadikgadi Wetland Area.

Source: Department of Surveys and Mapping, 2016.

NB: The capacity development project will be implemented by the entity in partnership with the Country Programme team (National Coordinator, Programme Assistant, National Steering Committee and Technical Advisory Committee).

Scope of Work: Purpose, Objectives and Specific Objectives

Purpose:

The overall purpose of the GEF SGP Capacity Development Grants is to “enhance and strengthen capacity of communities and civil society organizations to address global environmental challenges through community led interventions and actions”.

Objectives:

The overall objective of this grant is to support capacity development, monitoring and mentorship of the GEF/SGP funded community led projects in the Makgadikgadi Wetland Area (MWA).

Specific Objectives:

The required support will include but not limited to the following;

- i. Strengthen the awareness of SGP amongst grantees and potential grantees;
- ii. Facilitate the development of project proposal with the potential grantees on viable and bankable projects in line with GEF/SGP objectives and priorities;
- iii. Capacitate grantees on governance of their institutions and project management to effectively and efficiently implement impactful projects in line with the approved annual implementation plans;

- iv. Overall Monitoring and Evaluation (M&E) of SGP supported projects through participatory M&E, identification and use of indicators and reporting in accordance with the GEF/SGP monitoring framework;
- v. Strengthen communication and knowledge management of the projects through; events, printed knowledge products and documentaries for the purposes of sharing, informing and influencing policy reforms in Botswana.

As a result of the capacity development project, the GEF/SGP Country Programme strategy and grant eligibility criteria should become more visible and better understood and the capacities of current and potential SGP grantees to propose and implement SGP projects enhanced. Additional information can be accessed and obtained from <http://sgp.undp.org>.

NB: Organisation to note that these activities (except for project development and overall Programme monitoring in the OP6 landscape) are already budgeted for into each grantees' project. Grantees would therefore require technical backstopping in ensuring that these activities are implemented accordingly. Through this project, the organisation is not expected to do the work for the grantees but to assist them and ensure that the capacity is built for them to implement, monitor and achieve the expected project results.

Duties and Responsibilities

- i. Undertake consultations with local authorities, Technical Advisory Committees(TACs) and other relevant stakeholders in Boteti and Tutume Sub-Districts for consensus building, cooperation and partnership on SGP supported projects;
- ii. Disseminate guideline and informational materials to CBOs and NGOs seeking financial and technical support from the SGP. This can be through various platforms such as; meetings, electronically and at the relevant government departments such as; District Commissioner's and Department of Wildlife and National Parks offices etc;
- iii. In partnership with the SGP, organise and facilitate one training workshop for the potential grantees on proposal development for possible funding by the Programme;
- iv. Conduct a situational analysis of each grantee outlining;
 - a. Governing structure, location & demographics
 - b. Status of grantee (operational) and capacity needs identified etc
- v. Facilitate the establishment and training on project management for project governing boards both at the project sites and at the sub-districts levels with the primary role of providing overall guidance and direction to the project as per the approved AWP;
- vi. Train the grantees on institutional governance, project management, participatory M&E, communication, knowledge management through 6 (six), two-day long trainings within the landscape. With the support of GEF/SGP, to creatively organize and facilitate these training workshops through participatory and interactive techniques both at projects sites and at sub-district levels;
- vii. Train grantees in budgeting, bookkeeping, records keeping, filing, reporting and financial management through a 6, two-day training workshops both at the project sites and at sub-district levels.
- viii. Undertake quarterly site visits to grantees for Monitoring and Evaluation (M&E) of SGP supported projects using the GEF/SGP monitoring framework;
- ix. Organise four (4) inter-community knowledge sharing meetings with stakeholders coupled with four (4) project site visits to facilitate knowledge sharing and enhance dialogues amongst grantees and other key stakeholders;
- x. Produce the following knowledge management products;
 - a) One 20 paged lessons learnt booklet on funded projects.

- b) Eight newspaper published articles of funded projects in one year
- c) Twenty website articles
- d) Three policy briefs on funded projects
- e) Five documentaries on funded projects
- f) Eight brochures on funded projects
- g) Two toolkits on funded projects

Expected Deliverables

The expected deliverables of the capacity development project to be implemented in partnership with the Country Programme team includes:

- i. Inception report outlining the proposal/methodology for executing activities related to dialogue workshops, development of guidance materials, including but not limited to; training, monitoring, publicity and/or promotional materials.
- ii. Produce five training manuals on the following topics;
 - a) Institutional governance;
 - b) Project management;
 - c) Budgeting and financial management
 - d) Participatory M&E
 - e) Communication and knowledge management.

The manuals will be used as reference materials by the grantees and for future SGP Operational Phases.

- iii. Two annual reports detailing implementation progress (narrative and financial) on capacity development, monitoring and mentorship of the GEF/SGP funded community led projects in MWA. Particularly the reports should clearly articulate the results achieved, knowledge and lessons learnt, key challenges as well as recommendations. The reports will be used to inform future SGP supported interventions.
- iv. Develop the following knowledge products for dissemination over the two-year duration of the contract;
 - a) One 20 paged lessons learnt booklet on funded projects.
 - b) Eight newspaper published articles of funded projects in one year
 - c) Twenty website articles
 - d) Three policy briefs on funded projects
 - e) Five documentaries on funded projects
 - f) Eight brochures on funded projects
 - g) Two toolkits on funded projects

Required Skills and Experience

- a) Demonstrated understanding of the GEF focal areas of biodiversity management, land degradation, climate change, sustainable forest management, international waters, chemicals and Persistent Organic Pollutants (POPs;)
- b) Proven experience in working with community-led initiatives as well as experience in community and stakeholder participatory processes;
- c) Extensive knowledge of and experience in working with communities in the Makgadikgadi Wetland Area;
- d) Excellent writing, presentation, communication and facilitation skills in English and Setswana languages.
- e) Demonstrated experience in convening multi-stakeholder groups for a common developmental goal;

- f) Proven experience in undertaking field work and research analysis on environment, social and economic sectors.

Timing

The proposed project is expected to run for a period of 2 years from the date of signing of the Agreement by both parties. In this regard, it is important that eligible entities set realistic timeframes that will enable completion of the project in time, within budget and with desired results.

Duty Station

The entity will be working from their own operational/business space and will be expected to undertake field missions based on approved schedules.

Management and Supervision Arrangements

The entity will work under the guidance and direct supervision of the SGP National Coordinator for the entire duration of the projects. The entity is expected to periodically apprise the NSC & TAG during committee meetings on implementation progress and receive strategic guidance from the NSC.

Eligibility

The SGP only supports non-profit oriented institutions registered in Botswana such as; Civil Society Organizations (Non-Governmental Organizations and Community-Based Organizations), Academia and Research Institutions. Proposals submitted by the eligible entities should be as follows;

1. The CSO should be legally registered and assessed by a registered auditing firm to ensure capacity to receive, manage and report on disbursed funds;
2. The academia and research institution that was established through an Act of parliament and assessed by a registered auditing firm to ensure capacity to receive, manage and report on disbursed funds;
3. A consortium of CSOs can apply as partners with one CSO being the lead entity and executor of the project; institutional arrangements should show clear role clarity between the two entities.
4. A CSO partner may receive a normal/regular project grant while partnering in a Capacity Development Project as a member but not lead proponent.

Budget

The proposing entity should submit a detailed budget breakdown made in Botswana Pula (including all estimated costs for all the components and activities) following the guidance provided in the proposal template availed. The ceiling SGP grant amount for the project under this call is the Pula amount equivalent to **USD 50,000.00**. The payment schedule will be as follows;

Deliverables/ Outputs	Percentage Payable
1) Upon signing Memorandum of Agreement	30%
2) Upon approval of first half yearly Progress Report	20%
3) Upon approval of Annual Capacity Development and Monitoring Report	20%
4) Upon approval of second half yearly Progress Report	20%
5) Upon approval of the Final Capacity Development and Monitoring Report	10%

Evaluation

The proposals will be evaluated in 3 stages being the preliminary, technical and financial as follows:

Stage 1: Preliminary evaluation

The evaluation will be based on grant eligibility criteria for funding and **provision of proof of legal registration and capacity to manage and report on the funds**. Letters acknowledging receipt of all proposals for the call for proposals will be sent within 2 weeks of closure.

Stage 2: Technical stage

The Technical Advisory Group (TAG) will assess, select and recommend technically competent proposals to the National Steering Committee (NSC). The NSC will review and further recommend the technically competent proposals to the United Nations Development Programme Resident Representative for review and final decision. Finally, upon satisfactory review, UNDP RR signs the Memorandum of Agreement for the proposed project on behalf of United Nations Office for Project Services (UNOPS).

The assessment will be in line with the components as outlined in the proposal format and guidance available:

a. Project rationale and approach

- Project summary;
- Organizational background and capacity to implement the project;
- Project objectives and expected results;
- Description of project activities;
- Implementation plan and time frame;
- Youth involvement;
- Capacity needs and capacity building activities to be undertaken
- Socio-economic or alternative livelihoods activities to be carried out;
- Clarity of roles and benefits for women and men in the community through the project;
- Activities used to include significant participation of vulnerable groups;
- Communications strategy of the project to promote public awareness;
- Project plan to produce policy impact and the intended results;
- The knowledge management strategy of the project

b. Project risks, monitoring and evaluation

- Risks to successful implementation;
- Monitoring, evaluation plan and indicators;
- Sustainability of results achieved.

CSOs obtaining a minimum of 70% of the obtainable points of 100 in the technical evaluation will be eligible and would be considered for the financial evaluation.

Stage 3: Financial stage

As per the proposal format, the assessment will be based on the project budget:

- a. Does the project outline a clear realistic budget that is consistent with the activities that are clearly linked to the project aim, objectives and resolution of the problem at hand;
- b. The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation;

- c. As per the Standard Operating Procedures for the Programme; **only 5% to 15%** can be budgeted for administrative fees/running costs for the project.

d. The budget should not exceed the Pula amount equivalent to USD 50,000.00.

Stage 4: Feedback & notification

- a. Upon completion of the assessment process the Technical Advisory Group will recommend proposals to the National Steering Committee. The NSC will further review and recommend to the United Nations Development Programme Resident Representative for finalization of award and signing of a Memorandum of Agreement.
- b. The proposals that are technical responsive, having attained **at least 70%** in the technical assessment will be recommended for grant award and the CSOs will receive written notification of such;
- c. CSOs with proposals attaining **less than 70%** in the technical assessment will be unsuccessful and will receive written notification as well.

Submission Details

- 1. The proposals including **proof of registration** should be submitted in **duplicate (1 original and 1 copy) together with a soft copy of the proposal in pdf format in a CD** in sealed envelopes and clearly marked **“Call for GEF/SGP Proposal” – NOT TO BE OPENED BY REGISTRY**. The Proposal submissions must be addressed to and delivered to the following address:

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