

## REQUEST FOR PROPOSALS (RFP)

### **Terms of Reference for a Consultant to facilitate a workshop and to update the Vhembe Biosphere Reserve Grant-Making Strategy**

#### **GEF Small Grants Programme – 7<sup>th</sup> Operational Phase**

#### 1. Background information

The Global Environment Facility (GEF) Small Grants Programme (SGP) provides civil society and community-based organizations (CSOs/CBOs) in developing countries with grants to enable them to tackle global environmental challenges<sup>1</sup> while addressing local sustainable development needs. SGP is a GEF corporate programme, implemented by the United Nations Development Programme (UNDP) and executed by UN Office for Project Services (UNOPS). SGP South Africa started financing projects in 2001 and since then, it has succeeded in funding close to 120 grant projects.

Building on over 26 years of successful operations in a total of over 133 countries, the 7<sup>th</sup> Operational Phase of the SGP aims “to promote and support innovative, inclusive and scalable initiatives, and foster multi stakeholder partnerships at the local level to tackle global environmental issues in priority landscapes”.

A key element of SGP’s implementation in the 7<sup>th</sup> Operational Phase of the GEF (OP7) covering period 2019 – 2022, will be the development of landscape/seascape approaches within countries to better focus grant-making and promote strategic programming and clustering of small grant projects, with the aim to achieve greater impact and lead to synergies and opportunities for scaling up. In South Africa, the Vhembe Biosphere Reserve (VBR) located in Limpopo Province was selected as SGP’s priority landscape for the 6<sup>th</sup> Operational Phase of the GEF (OP6) and became the focus of the OP6 Strategy. The OP6 Strategy for the VBR was not fully implemented due to unforeseen circumstances. Six (6) community projects were funded during OP6.

In OP7, SGP South Africa intends to continue its support to the VBR to consolidate its grant-making initiatives in the landscape. The objective of this assignment is to engage a consultant to facilitate a workshop in Vhembe as well as review and update the VBR Strategy. The updating of the strategy must also take cognizance of the OP7 global priorities as well as with provincial and district priorities.

#### 2. Tasks of the facilitator

- a. In consultation with the GEF SGP National Coordinator, design the programme of a 1day workshop, including its process and methodology, and detailed guidelines for inputs from workshop participants.
- b. Bear the responsibility of facilitating the 1day workshop, ensuring that it achieves its objective of gathering information necessary for the updating of the strategy.
- c. Encourage constructive debates, maximum participatory dialogue during the workshop
- d. Lead and provide expert input during the workshop.

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<sup>1</sup> The GEF’s focal areas include: biodiversity conservation, climate change mitigation & adaptation, sustainable land management, international waters, and chemicals & waste management.

- e. Integrate indigenous knowledge systems (IKS) in environmental management which is key in the Vhembe landscape
- f. Assist in mobilising relevant stakeholders to attend the workshop
- g. Collect and review relevant documents from stakeholders
- h. Submit an updated grant-making strategy for VBR

### 3. Expected output

- A programme for the workshop developed in consultation with GEF SGP
- The successful facilitation of the workshop and a brief workshop report.
- An updated baseline information, results framework and grant-making strategy for the VBR

### 4. Duration of the Task

The work will be done over a period of 9 days. The facilitator will have ½ day to meet with the SGP National Coordinator for a briefing on the SGP and to collect necessary documents; 1 day to review the documents; 1 day to develop the workshop programme and receive feedback from SGP National Steering Committee; 1 ½ days' travel to Vhembe for the workshop; 1 day of workshop facilitation and 4 days' for drafting brief workshop report and an updated VBR Strategy.

### 5. Required skills and competencies

- a. Hold a graduate degree in Natural Resource Management or related field (10%)
- b. Proven track record of having worked with environmental NGOs or community based organisations (20%)
- c. Minimum of 3 years' experience in developing strategies and facilitating strategy development workshops. To provide list of clients serviced (20%)
- d. Experience in conducting community workshops in a participatory manner (20%)
- e. Fluency in English and Tshivenda and /or Xitsonga as an added advantage (15%)
- f. Excellent writing and presentation skills (15%)

We anticipate the workshop to take place towards the end of January 2020 in Vhembe and final updated strategy to be submitted by end-February 2020.

**Budget:** The applicants are required to provide a detailed all-inclusive (fees, own travel & accommodation logistics, subsistence allowance & tax) budget. Workshop costs will be covered by GEF SGP. Payment schedule will be as follows:

Deliverable	Percentage Payable
1. Upon approval of inception report	40%
2. Workshop facilitation and approval of workshop report	30%
3. Upon approval of updated VBR Strategy	30%

Interested candidates are requested to submit their detailed proposal including their full CV to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than **13th of December 2019**.