Call for Normal Proposals: The GEF Small Grants Programme

Access and enquiries for the Call for Proposals

1. The Global Environment Facility Small Grants Programme invites Civil Society Organisations to submit is extending an invitation to Civil Society Organizations to submit proposals that address environmental on specific areas of 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. The projects will be implemented in Ngamiland, Chobe, North East, Central (excluding Boteti and part of Tutume (Nata, Gweta, Maposa, Zoroga, Tsokatshaa, Sepako, Manxotai, Dukwi, Mosetse, Kotamogoree, Lepashe and Matsitama villages) Sub District)), Kgatleng, Kweneng, South East and Southern districts only.

2. Detailed Terms of Reference (ToRs), proposal format and guideline, submission requirements and terms and conditions for the Call for Proposals can be obtained from the Reception Desk at Ground Floor United Nations Building, Government Enclave, Corner Khama Crescent and Presidents’ Drive or downloaded from http://procurement-notices.undp.org/. In exceptional cases, documents can be requested from enquiries.bw@undp.org.

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.

4. Proposals should reach the addresses as specified in the detailed Terms of Reference no later than 28 October, 2016 at 12:00 hrs.

1OP6 is the SGP funding cycle running for 3 years with the fourth year rolling in line with the GEF funding cycle, it started in July 2015 and ends in June 2018.
Terms of Reference for Restricted Call for Normal Proposals

I. Background

The Global Environment Facility (GEF) Small Grants Programme (SGP) provides Civil Society Organizations (CSOs) in developing countries with grants to enable them to tackle global environmental challenges while addressing local sustainable development needs. Grant-making will focus 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. With these environment-centred “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 are better placed to tackle global environmental problems and come up with lasting solutions. Therefore, community based initiatives and actions that bestow stewardship, generate benefits and instill a sense of ownership of the resources are supported as they contribute to sustainable management.

The GEF Small Grants Programme works in 176 countries all over the world. GEF/SGP Botswana was launched in 1992. Since then, it has succeeded in funding and providing technical support for more than 147 grantee projects. The Programme is a GEF corporate programme, implemented by United Nations Development Programme (UNDP) on behalf of the World Bank, United Nations Environment Programme and UNDP; executed by United Nations Office for Project Services.

The Botswana programme recognizes effective partnerships with the CSOs as paramount in ensuring its success as grantees and beneficiaries. From management structures and funding mechanisms to grass-roots action, partnerships permeate all aspects of SGP operations. CSOs are therefore, viable channels to promote community empowerment, ownership and participation in development and can thus be considered as the most significant SGP partner. They can play an effective role in better understanding the local community's needs and demands and must be given a full chance to fulfill their responsibilities towards those communities.

The programme takes cognizance of the development contribution brought about by the initiatives among local communities, hence promotion of sustainable development in the design and implementation of projects. In this regard, it seeks to ensure that funding results in the management of capital and enhancement of social and economic capital for the benefit of current and future generations. Measurable improvements in environmental, social and economic indicators of sustainable development in the projects are of key importance and desirable under the programme.

The programme has focused on establishing an efficient, decentralized and transparent system for providing small grant support to community-level initiatives. Through such a wide range of innovative models have been piloted that demonstrate that community-level activities provide global benefits within the GEF focal areas of concern being biodiversity, climate change, land degradation, persistent organic pollutants and chemicals and international waters. The call for proposals therefore, is extending an invitation to Civil Society Organizations to submit proposals that address environmental issues and tap on the opportunities in line with the country environmental management and development priorities and the GEF targets. The projects will be implemented in Ngamiland, Chobe, North East, Central (excluding Boteti and part of Tutume (Nata, Gweta, Maposa, Zoroga, Tsokatshaa, Sepako, Manxotai, Dukwi, Mosetse,
Kotamogoree, Lepashe and Matsitama villages) Sub District), Kgatleng, Kweneng, South East and Southern districts only.

II. Objective
The call for normal proposals seeks to invite CSOs to come up with projects to be implemented in Ngamiland, Chobe, North East, Central (excluding Boteti and part of Tutume (Nata, Gweta, Maposa, Zoroga, Tsokatsha, Sepako, Manxotai, Dukwi, Mosetse, Kotamogoree, Lepashe and Matsitama villages) Sub District) Sub District), Kgatleng, Kweneng, South East and Southern districts in line with the GEF/SGP Operational Phase (OP) 6\(^1\) objective and UNDP Strategic Plan 2014-2017. The GEF/SGP objective in Operational Phase (OP6) 2015 to 2018 is ‘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’. The community-based initiatives and actions will be in line with the SGP strategic initiatives of climate smart innovative agro-ecology, low carbon energy access co-benefits and local to global chemical management coalitions. In addition, with the grant maker+ services, GEF/SGP will support activities that enhance the overall effectiveness of the portfolio through CSO-government policy and planning dialogue platforms, promoting social inclusion and global knowledge platforms.

The OP6 objective is emphasized and linked to the objective of the UNDP Strategic Plan (2014-2017) on sustainable development goals that aims to help improve the resource endowments of the poor and boost their prospects for livelihoods through building strong connections to environmental sustainability, governance and resilience. The projects will also contribute to the sustainable development of local communities and, cumulatively, of the country, on the basis of its natural capital, for the benefit of current and future generations in line with Vision 2036 pillar on sustainable environment. Additional information can be accessed and obtained from [http://sgp.undp.org](http://sgp.undp.org).

The objectives of the strategic initiatives are:

**Climate smart innovative agro-ecology**
The objective is to support newer innovative and pragmatic approaches for farming that builds on both current agriculture science as well as the indigenous knowledge base of communities for sustainable land management in production systems (agriculture, rangelands, and forest landscapes). Agro-ecology practices and principles will be realized through appropriate climate-smart agriculture and improved agroecosystem service provision in the face of climate change.

**Low carbon energy access co-benefits**
The objective is to support transformational shifts to bottom-up energy solutions that are low-cost and provide high potential for carbon emissions reductions on a resilient development path. The bottom-up energy solutions will use integrated approach going beyond energy sector aiming at increasing climate resilience, reducing poverty, enhancing gender equality and achieving the sustainable development goals.

**Local to global chemical management coalitions**
The objective is to prevent the exposure of humans and the environment to harmful chemicals and waste, including POPs, mercury, other harmful chemicals and heavy metals, through community based approach to prevent, reduce or eliminate the production, use, consumption and emissions/releases of these harmful substances.

\(^1\)OP6 is the SGP funding cycle running for 3 years with the fourth year rolling in line with the GEF funding cycle, it started in July 2015 and ends in June 2018.
III. Timing
Operational Phase 6 started in July 2015 and comes to an end in June, 2018; however, projects can be implemented beyond the life cycle of the phase. It is important that CSOs set realistic timeframes that will enable completion of the project in time, within budget and with desired results and impacts.

IV. Eligibility
1. The CSO should be legally registered and assessed to ensure capacity to receive, manage and report on disbursed funds;
2. Demonstrate experience in similar or related work/projects. However, in case of capacity limitations, the selected entity could, at its own discretion and in consultation with UNDP and SGP, outsource some services from qualified third parties;
3. In the event the CSO decides to outsource the services, the GEF/SGP shall however not be responsible for, nor enter into any correspondence, negotiations or agreements whatsoever with third parties. The GEF/SGP and UNDP CO will however, exercise oversight in determining the suitability and eligibility of the third parties.

V. Budget
The project proponent should submit a detailed budget breakdown (including all estimated costs for all the components and activities) following the guidance provided in the proposal template availed. The maximum SGP grant amount for the project under the call is USD 50,000.00

VI. 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 will assess, select and recommend technically competent proposals to the National Steering Committee (NSC). The NSC will approve and further recommend the technically competent proposals to the United Nations Development Programme Resident Representative for review and finalization of award and on satisfactory review, sign the proposed Memorandum of Agreement.

The assessment will be in line with the components as outline in the proposal format and guidance availed:

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, for example use of local languages, participatory video;
• 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: plan to share and capture knowledge including the knowledge products emanating from the project;

b. **Project risks, monitoring and evaluation**
Risks to successful implementation;
Lack of capacity to implement, manage and report on the funds;
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 main aim, the 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. 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 approve 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.

**VII. 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

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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 Botswana  
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 28 October, 2016 at 12:00 hrs.