



The GEF Small Grants Programme

Call for Capacity Development Proposals

Access and enquiries for the Call for Proposals

1. The Global Environment Facility Small Grants Programme invites Civil Society Organisations to submit capacity building project proposals that addresses capacity development amongst SGP grantees enabling networking, sharing experiences and showcasing best practices from SGP projects.
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**.
1. 4. Proposals should reach the addresses as specified in the detailed Terms of Reference no later than **19 October, 2018 at 14:00 hrs.**

Terms of Reference for Call for Capacity Development Proposals

1. Background



Launched in 1992 following the Rio summit, the Global Environment Facility (GEF) Small Grants Programme (SGP) has presence in 127 countries all over the world. The Programme is a GEF corporate programme, implemented by United Nations Development Programme (UNDP) on behalf of the World Bank, United Nations Environment Programme (UNEP) and UNDP; executed by United Nations Office for Project Services (UNOPS). Since inception, Botswana chapter has succeeded in providing both financial and technical support for more than 183 grantee projects.

The GEF Small Grants Programme provides Civil Society Organizations (CSOs) in developing countries with grants 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. 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.

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. 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 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.

I. Objective

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”. The specific objectives of this grant is to organize and facilitate participatory workshops that enables SGP grantees and stakeholders to network, share experiences and showcase best practices from SGP projects so as to promote the replication and scaling up of results for greater policy influence. Furthermore, the participatory workshops will provide a platform to promote sustainability and mobilize resources for community initiatives. This also presents a platform to learn more about the Programme, its strategic direction in Operational Phase 7 and GEF key approaches; enhance the grant making process; increase awareness of SGP in the country; forge and strengthen partnerships. In the quest to meet the goal of the capacity building initiative, but not limited to the following capacity and mentorship support areas for project grantees: areas of support from the organization will include but not limited to the following capacity areas;

-  GEF 7 Strategic Direction and Key Approaches;
-  Proposal Writing;

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.

- ✚ Project Design: Management and Implementation;
- ✚ Budgeting and Financial Management;
- ✚ Promoting Social Inclusion in Project Design and Implementation (Gender Mainstreaming and Vulnerable Groups);
- ✚ Communication and Knowledge Management;
- ✚ Monitoring and Evaluation;
- ✚ Governance of CSOs;
- ✚ Resource Mobilization;
- ✚ Networking

The Specific objectives for the call:

- i. Creatively organize, facilitate and guide all sessions through participatory and interactive techniques.
- ii. Improve awareness and understanding about the GEF SGP Country Programme and its strategic direction and key approaches in OP7 of the GEF.
- iii. Enhance the capacity of grantees to effectively and efficiently implement impactful projects;
- iv. Assist grantees to enhance their financial and project management skills to enable adherence to the reporting requirements of the Programme;
- v. Facilitate assimilation and integration of project outputs by grantees into their internal processes for sustainability, improved ownership and impact;
- vi. Strengthen, explore and forge partnerships for resource mobilization with other financial funding modalities, institutions, government, donor, corporate and private companies, community based organizations and non-governmental organizations;
- vii. Enhance exchange of experiences between NGOs/CBOs working to address global environment issues in order to facilitate sharing of knowledge and replication of best practices.

As a result of the capacity building dialogue workshops, 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>.

Outputs

The expected outputs of the capacity building workshops through a participatory and interactive techniques is to be developed in consultation with the SGP National Coordinator and National Steering Committee may include:

- i. Proposal for the execution of the activities for the dialogue workshops, development of supporting material, including but not limited to: guidance notes, toolkits, posters, brochures, and video documentary; publicity and/or promotional materials.
- ii. Creatively organized and facilitation of 3 capacity building dialogue workshop(s) for grantees in the North (Central, North-East, North-West, and Chobe districts) South (Ghanzi, Kgalagadi, Kweneng, Kgatleng, South-East & Southern districts) respectively for 50 or more grantees per dialogue. These workshops aimed at imparting skills such as but not limited to: GEF 7 Strategic Direction and Key Approaches, Governance of CSOs; Budgeting and Financial Management; Proposal Development; Project Design, Management and Implementation; Monitoring and Evaluation; Networking and Resource mobilization. In addition information sessions should be organized to enable grantees to share experiences, lessons, successes and challenges associated with project implementation for establishing linkages and networking;

- iii. Organization of a site visit to two (2) SGP project(s) closer to the workshop venue (depending on feasibility) where participants can learn best practices and see results on the ground.
- iv. Successful organization and outreach to promote GEF SGP vision, objectives and understanding of its focal areas through the development of adequate supporting material;
- v. List of the NGOs/CBOs, NSC members and SGP grant recipients that are specifically requested to participate in the workshops;
- vi. Final report capturing and documenting the results, knowledge and lessons exchanged presented during the stakeholder workshop, description of implementation arrangements and results, including a detailed financial report accounting for the project funds.

II. Timing

The proposed project is expected to run for a period of 1 year. In this regard, 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 realised.

III. Eligibility

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. 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 with third parties. The GEF/SGP and UNDP CO will however, exercise oversight in determining the suitability and eligibility of the third parties.
4. A consortium of CSOs can apply as partners with one CSO being the lead proponent and executor of the project; institutional arrangements should show increasing role and responsibility being taken by other partners involved in the project;
5. A CSO partner may receive a normal/regular project grant while partnering in a Capacity Development Project as a member but not lead proponent.

IV. 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 ceiling SGP grant amount for the project under this call is the Pula amount equivalent to **USD 50,000.00**

V. 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 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;
- 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.

VI. Submission Details

2. 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

3. Proposals should reach the addresses specified above no later than **19 October, 2018 at 14:00 hrs.**